

THE RECRUITMENT PROCESS AND APPLICATION REQUIREMENTS

PFMCBP RECRUITMENT METHODOLOGY

The recruitment methodology is thorough and comprehensive and has been designed in the context of merit based recruitment. This incorporates the principles of equal opportunity to ensure that the most capable person is selected for a position on the basis of merit.

THE RECRUITMENT PROCESS

Candidates will go through a competency-based recruitment and selection process involving:

- A detailed and position –specific written application
- If short-listed, undergo a panel interview
- Reference Checks

THE APPLICATION

As part of the application, it is essential that each applicant submits the following

- Written response to the selection criteria
- Curriculum Vitae or Resume
- Contact Details of 3 referees

All applications for vacancy positions need to be submitted via email to the PFMCBP email address, pfmtcbp@mof.gov.tl.

THE WRITTEN RESPONSE

The applicant's written response is the basis for the short-listing by the selection panel. To maximize the chances of being considered further, the applicant must demonstrate in his/her response his/her ability to perform the required competencies by addressing the relevant criteria as listed on the advertisement.

In doing so it is imperative that the applicant provides specific examples as support. These examples should be drawn from current or previous positions that best support those criteria.

The applicant does not need to list every position he/she has held to date for every competency, but rather list one or two particular situations the applicant has experienced which provide examples of the applicant's understanding and expertise in that field.

It is imperative that each criteria is addressed and examples provided, as this information will determine whether the applicant will be short-listed for an interview.

It is not appropriate to refer to the resume in the written component of the application. The selection panel will not accept this and will result in the selection panel being unable to assess the application.

CURRICULUM VITAE OR RESUME

The applicant needs to include a current Curriculum Vitae (CV) or Resume, providing following information:

- Name, Address, Contact Details
- Work Details
- Education Details
- Employment History
- Relevant Experience/ Studies

Evidence of the academic qualifications should be submitted with the application, at the latest after the successful candidate has been notified and prior to contract signing.

Applications received after the deadline will not be accepted.

SHORT-LISTED CANDIDATES

Only short-listed candidates will be notified and invited for an interview. Interviews are either by telephone, video or in person.

After the interview process and the decision of the selection panel, all candidates will be notified of the outcome of their application.

The successful candidate will need to submit a salary history and provide evidence of payments (scanned payslips, invoice, etc.) to commence contract negotiations.