

# Call for Applications 1

Assistant Manager

**Job title:**

**Company:**

Government of Malta

**Location:**

Luqa, Malta Island

**Expected Salary:**

**Job Publish Date:**

Sun, 05 Jun 2022 04:34:35 GMT

**Job Description:**

3. The job duties for this post of Assistant Manager may be viewed in Annex A attached to this Circular.

4.1 By the closing time and date of this call for applications, applicants must be:

Public Officers, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees, who are confirmed in their current appointment. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply;

AND

OR \* In possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent\*) in Transport and Logistics or Customer Care or Logistics or Public Administration or Public Management or Business or Event Management or Tourism or Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Statistics or Geographical Information Systems (GIS) or Geography or Quality Assurance Management or Marketing or Spatial Training or Risk Management;

OR

- In possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent\*) in Transport and Logistics or Customer Care or Logistics or Public Administration or Public Management or Business or Event Management or Tourism or Project Management or Management Studies or European Studies or Business Administration or Creativity and Innovation or Statistics or Geographical Information Systems (GIS) or Geography or Quality Assurance Management or Marketing or Spatial Training or Risk Management;

- (i) In possession of two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation Level (which must include two (2) of the following subjects: Accounting, Computing, Economics, Geography, Information Technology, Marketing, Mathematics, Sociology or Environmental Science) or a recognised pertinent comparable qualification.

OR

\* (ii) In possession of three (3) subjects at Advanced level (which must include one of the following: Accounting, Computing, Economics, Geography, Information Technology, Marketing, Mathematics, Sociology or Environmental Science)

\* A recognised Qualification comparable to 120/60 ECTS/ECVET credits, as applicable is only accepted subject to an MFHEA formal recognition statement being submitted with the application.

Successful candidates who are in possession of a recognised MQF Level 4 (qualification or two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation level or in possession of three (3) subjects at Advanced level, or a recognised comparable qualification) in the areas highlighted in 4.1 (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On appointment, appointees will bind themselves to successfully complete a recognised qualification in a related area at MQF Level 5, in not more than two (2) years, to progress to Salary Scale 11, in failure of which they would relinquish their appointment. Upon possession of a relevant Diploma at MQF Level 5, as indicated in paragraph 4.1 (b), in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions enshrined in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (a) to 4.1 (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clauses 4.1 (a) to 4.1 (c) or 4.2.

4.4 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of Public Officers applying for this position, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below)

# Call for Applications 2

MEDS 174/2022

Circular No. HR/MEYR 14/2022

Ministry for Education, Sport, Youth, Research and  
Innovation,  
Great Siege Road  
Floriana

Date: 27th May, 2022

To: Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

## **POST OF MANAGER II IN THE MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION**

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation invites applications for the post of Manager II in Directorate for Research, Lifelong Learning and Employability in the Ministry for Education, Sport, Youth, Research and Innovation.

### **Terms and Conditions**

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

...

2.5 Appointees shall also be entitled to an annual performance bonus of up to 15% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

2.7 Lateral applications by Public Officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and

are to serve in this post for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.

b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere, in accordance with established vacancies.

2.9 The result will be valid for a period of two (2) years from the date of publication.

### Duties

3. The job duties for the post of Manager II may be viewed in Annex A attached to this Circular.

### Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be:

Public Officers, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees, **who are confirmed in their current appointment**. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply.

### AND

in possession of a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent\*) in Statistics or Economics or European Studies or Sociology or Law or Public Policy or Social Science or Management

\*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MFHEA formal Master's recognition statement being submitted with the application.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2022. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment  
(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clauses 4.1 or 4.2.

4.4 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of Public Officers applying for this post, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.



4.5 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period.

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 and 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.8 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

### **Submission of supporting documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

### **Selection procedure**

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.6, have proven relevant work experience.

### **Submission of applications**

7.1 Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, through the Education Recruitment Portal only at the following address: <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by the applicant). In the case of Public Officers, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application will request an updated Service and Leave Record Form (GP47). Whilst in the case of Public Sector employees performing duties in the Public Service and RSSL employees, the HR Unit of the ministry /department issuing the call for application must request a record of any period of work on reduced hours or on a part-time basis, unpaid leave including unpaid sick leave and/or any periods of absence from duties, and any records of any disciplinary action that may have been taken (in the absence of which it will be understood that no disciplinary action was ever taken). In the case of Public Sector employees performing duties in the Public Service, the HR Unit of the ministry /department issuing the call for application will request confirmation from the Director responsible for People Management of the Ministry (where applicants are performing duties) that they are officially performing duties in such Ministry. The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Tuesday, 14th June, 2022. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete or missing documents.

#### **Other general provisions**

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details; retention of
- documents,

may be viewed by accessing the website of the People and Standards Division (<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>). These general provisions are to be regarded as an integral part of this call for applications.

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Matthew Vella  
Permanent Secretary  
Ministry for Education, Sport, Youth, Research and Innovation

# Call for Applications 3

## **POST OF PRINCIPAL EDUCATION SUPPORT PRACTITIONER IN THE MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION**

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

2. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of Principal Education Support Practitioner within the Ministry for Education, Sport, Youth, Research and Innovation in the following area:

- Counselling

### **Terms and Conditions**

2.1. This appointment is subject to a probationary period of twelve (12) months.

....

2.4. An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent Union.

2.5. Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

2.6. Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

### **Duties**

c. The job duties for the post of Principal Education Support Practitioner may be viewed in Annex A attached to this Circular.

### **Eligibility Requirements**

4.1. By the closing time and date of this call for applications, applicants must be:

(iv) a. citizens of Malta;

**or**

citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers;

**or**

citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**

any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**

third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit

under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; **or** in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

**The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency** should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

(c) able to communicate in the Maltese and English Languages; and

(d) In possession of a Counsellor's Warrant (permanent/temporary) issued by The Council for the Counselling Profession (CCP); and

(e) have at least five (5) years proven full-time experience in Counselling; and

(f) in possession of a recognized Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent\*) in Counselling as stipulated by the Counselling Profession Act 2015.

\* A recognised Masters's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MFHEA formal Master's recognition statement being submitted with the application.

**vi. Public Officers applying for this post must be confirmed in their current appointment.**

4.2. (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3. The respective eligibility criteria established for every grade in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) pertaining to Student Support Services Grades within DES a MEYR signed on 2nd August, 2021 will also take into consideration all previous years of satisfactory service in the relevant grades and qualifications accrued by applicants. Thus, it will make applicants possessing accrued requirement, eligible for any post, following a call for application as stipulated in agreement. As such, service in higher or equivalent roles at the time of application, which may include roles not regulated by the agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades regulated by the agreement.

4.4. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.5. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of “service in the grade” as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

4.6. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.7. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.8. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.9. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

### **Submission of Supporting Documents**

5.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>).

5.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

### **Selection Procedure**

6.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.6, have proven relevant work experience.

### **Submission of Applications**

7.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is 13:30 hrs (Central European Time) of Tuesday, 21st June, 2022. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

#### **Other General Provisions**

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details; retention of
- documents;

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>.

These general provisions are to be regarded as an integral part of this call for applications.

# Call for Applications 4



## POST OF SOCIAL WORKER IN THE MINISTRY FOR EDUCATION

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education (MFED) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MFED adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

3. The Permanent Secretary, Ministry for Education (MFED) invites applications for the post of Social Worker within the Ministry for Education.

### Terms and Conditions

2.1. This appointment is subject to a probationary period of one (1) year.

....

2.6. An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent Union.

2.7. Lateral applications in the same grade from public officers are not allowed.

2.8. Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

### Duties

3. The job duties for the post of Social Worker may be viewed in Annex A attached to this Circular

### Eligibility Requirements

4.1. By the closing time and date of this call for applications, applicants must be:

d. a. citizens of Malta; **or**

citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**

citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**

any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**

third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; **or**

in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

**The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency** should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

able to communicate in the Maltese and English languages;

in possession of a Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent \*) in BA Hons. in Social Work or an equivalent recognised comparable qualification.

\* In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 180 ECTS/ECVET credits. The advice of the MQRIC may be sought.

**Public Officers applying for the post must be confirmed in their current appointment.**

4.2. (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits, or equivalent \*.

(g) In the absence of documentary evidence as to the ECTS/ECVET credits or other system measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

\* Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

\* Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

4.5. Applicants who are in the final year of the course leading to the award of their appropriate qualification as per paragraph 4.1 (iii) may still apply. Such applicants would need to prove the successful completion of the relevant course either by 30th November 2021, or by 30th November 2022 if applying after 30th November 2021, or any other further date determined per current circumstances related to COVID-19. Failure to provide such evidence will lead to the removal from the result merit list.

4.6. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.7. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.8. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.9. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

### Submission of Supporting Documents

5.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>).

5.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

### Selection Procedure

6.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.6, have proven relevant work experience.

### Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education through the Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Friday, 30th September, 2022. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

The applications received for the above specified date will be grouped in three (3) selection processes. The selection process will consider applications received by 17:15 hrs (Central European Time) of the following dates:

Opening date: Wednesday, 29th September, 2021 and  
Closing date: Friday, 21st January, 2022

Opening date: Friday, 21st January, 2022 and  
Closing date: Friday, 20th May, 2022

Opening date: Friday, 20th May, 2022 and  
Closing date: Friday, 30th September, 2022

7.2. Due to the exigencies of the Public Service, the selection process will initially consider applications received by **13:30 hrs (Central European Time) of Wednesday, 29th September, 2021**. Successful candidates will be placed in an order of merit list which will remain valid for two (2) years from the date of publication or until the result list is exhausted, whichever is the earliest.

7.3. However, should the order of merit list be exhausted and vacancies remain, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by **17:15 hrs (Central European Time) of Friday, 30th September 2022**. An order of merit for each selection exercise will be published. Each order of merit list published will remain valid for one (1) year from date of publication.

7.4. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.5. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.6. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

#### **Other General Provisions**

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details; retention of
- documents;

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>.

# Call for Applications 5

## POST OF TEACHER IN THE MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1.1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of Teacher within the Ministry for Education, Sport, Youth, Research and Innovation.

1.2. Applicants may wish to apply for the post of Teacher in one or more of the following:

4. Early Childhood Education and Care (ECEC);

5. Primary Education (General);

...

1.2.3. According to the exigencies of the Malta Public Service, a selected candidate whose main area of specialisation is:

- Accounting or Economics may also be required to teach Business Studies and/or Retail;
- Business Studies may also be required to teach Retail;
- Biology, Chemistry or Physics may also be required to teach Science;
- Design and Technology may also be required to teach Graphical Communication;  
Engineering Drawing and Computer Aided Design (CAD) may also be required to teach Graphical Communication;
- English may also be required to teach English as a Foreign Language (EFL) in the Primary/Secondary Cycle;
- Graphical Communication may also be required to teach Design and Technology;
- Fashion and Textiles with ECTS/ECVET credits related to Home Economics may also be required to teach Textiles and Fashion and/or Home Economics;
- Science with ECTS/ECVET credits relevant to Chemistry may also be required to teach Chemistry;
- Science with ECTS/ECVET credits relevant to Biology may also be required to teach Biology;
- Science with ECTS/ECVET credits relevant to Physics may also be required to teach Physics;
- Maltese may also be required to teach Maltese as a Foreign Language (MFL) in the Primary/Secondary Cycle.

1.3. A selected candidate whose main area of specialisation is Art, Ethics, Science, Music, PE or PSCD (Secondary/Post-Secondary) may also be required to teach the respective subject in the Primary Cycle and Kindergarten.

1.4. A selected candidate whose main area of specialisation is any of the subjects taught at Secondary and/or Post-secondary level in clause 1.2 above may also be required to teach the respective subject in Learning Support Centres and/or schools offering Alternative Learning Programmes.

1.5. A selected candidate who is engaged to teach the Migrant Induction Programme may be required to teach more than one subject within the programme.

1.6. If a subject which is currently taught at a particular cycle and starts being taught at a different cycle, a selected candidate may be deployed accordingly.

1.7. A selected candidate may be required to undergo any special training as deemed necessary.

### Terms and Conditions

2.1. The appointment, which is subject to a probationary period of one (1) year, is on a full-time indefinite basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and MEYR in particular, including deployment according to the exigencies of the service. Chosen applicants, engaged by 1st September 2022 and who have not successfully completed their teaching qualification course mentioned in Appendix A and section 4.2 by 30th September 2022, will have their probation extended accordingly.

However, if and when a vacancy of a temporary nature arises, MEYR may appoint a teacher on a definite basis, until the end of the scholastic year 2022/2023, and shall henceforth be named Temporary Teachers on acceptance. In such cases, this engagement constitutes an objective reason in terms of S.L. 452.81 regarding fixed term contracts, since this recruitment is of a temporary nature. The probationary period shall be for one (1) year and is subject to the rules and regulations governing from time to time the Malta Public Service in general and MEYR in particular, including deployment according to the exigencies of the service.

2.2. A Temporary Teacher will be placed on the minimum of Salary Scale 9 which in 2022, is €23,353 per annum and will be entitled for the teachers' allowance and/or works resources as applicable and established in the section within the Agreement between the Government and the Malta Union of Teachers dated 21st December 2017, entitled Allowances. Such employee shall benefit from incremental increases. Provided that temporary teachers may be asked to perform Form Teacher duties and/or other duties as defined in the section on Student pastoral care. Provided further that if a permanent vacancy arises, Temporary Teachers may be offered the possibility to progress to the grade of teacher on an indefinite contract in accordance with Public Service Regulations.

.....

2.5. Progression of a Teacher to the next salary scale may be accelerated from eight (8) years to (6) six years, if a teacher cumulates an aggregate of 360 hours of recognised self-sought Continuous Professional Development (CPD) time over six (6) years (through the applicable scheme issued by the management). Provided that if such self-sought CPD is compensated through accelerated progression, any qualification arising from such hours may not be further compensated through any other form of qualification allowance.

2.6. A Selected candidate who proves any teaching experience in accordance with:

- The Addendum Freedom of Movement of workers within member states of the EU (26th September 2013) and/or
- The Agreement to Facilitate Mobility for Educators between Licensed Schools (29th July 2015)

shall qualify for an adjustment in salary subject to entitlement.

2.7. The appointment of a selected candidate who accepts to start employment on the 1st September 2022, shall be required to attend a pre-service college-based induction session with the Head of College Network, as

communicated by the office of the respective Head of College Network during the month of September 2022. Thereafter a selected candidate shall be required to attend the pre-service National Induction Sessions on 20th, 22nd and 23rd of September 2022. These mandatory sessions are part of the induction programme for newly qualified and newly recruited teachers.

2.8. The appointment as Teacher will be subject to the successful completion of the relevant course mentioned in paragraphs 4.2 (iv) and (v) by 30th November 2022. Failure to provide such evidence will lead to the removal from the result merit list and termination of employment as Teacher.

However, if an applicant engaged has not successfully completed the course mentioned in paragraphs 4.2 (iv) and (v) by 30th November 2022, s/he will be appointed as Supply Teacher in terms of the call of Supply Teacher published in 2022. In such instances, the engagement will be on a definite basis, until the end of the scholastic year 2022/2023.

2.9. A selected candidate who is not in possession of a Teacher's Warrant (Permanent), shall be eligible to obtain a Teacher's Warrant (Permanent), in terms of article 24 (2) of the Education Act. Employment beyond this period shall be subject to a possession of such a warrant in accordance with article 24 (1) of the same Act.

2.10. The appointment of a selected candidate is subject to the employee being awarded a Teacher's Warrant (Permanent). Failure to obtain the Teacher's Warrant (Permanent) will ipso facto mean revocation of appointment as per Regulation No. 23 of the Public Service Commission Regulations (S.L. Const. 01).

2.11. A selected candidate will be required to complete an induction process successfully, **as stipulated by the Directorate for Education Resources (ER)**. The granting of the confirmation of appointment, usually after one year, and/or the awarding of a Teacher's Warrant (Permanent) in accordance with article 24 or 41 of the Education Act, do not exempt a selected candidate from completing successfully the induction training.

2.12. Conditions and procedures regarding the acceptance for the post of Teacher, which can be accessed via [http://education.gov.mt/en/Documents/Vacancies/Acceptance\\_procedure\\_for\\_new\\_teachers.pdf](http://education.gov.mt/en/Documents/Vacancies/Acceptance_procedure_for_new_teachers.pdf) will apply, if and when a successful candidate is contacted by MEYR.

2.13. In the case of applicants who are successful in this call for applications in more than one (1) subject/area/cycle, s/he shall be employed in the required subject/area/cycle at the discretion of MEYR.

2.14. MEYR has the right to assign and/or deploy a successful applicant to serve in any College, School, and Educational Institution including on a shared basis in Malta or Gozo, according to the exigencies of the Malta Public Service.

2.15. Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

2.16. Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

## Duties

3. The job duties for the post of Teacher may be viewed in Annex A attached to this Circular.

## Eligibility Requirements



4.1. By the closing time and date of this call for applications, applicants must be:

\* a. citizens of Malta; **or**

citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**

citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**

any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**

third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; **or**

in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

**The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency** should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

(iv) able to communicate in the Maltese and English languages; AND

(v) in possession of a Teacher's Warrant (Permanent) issued by the Council for the Teaching Profession (CTP) under article 24 (2) of the Education Act;

However, candidates not in possession of a Teacher's Warrant issued by the CTP (Permanent) but who will eventually qualify for one in accordance with article 24 (2) of the Education Act may also apply. Their appointment as Teacher is conditioned to their being awarded a Teacher's Warrant (Permanent/Temporary) in accordance with the relevant articles of the same Act. Applicants who are offered employment with MEYR must submit an online application for new/renewal of temporary warrant through the following link: <https://education.gov.mt/en/teachingprofession/Pages/CTP.aspx>.

The temporary warrant always expires on 31st August and must be renewed every school year. AND

(iv) be in possession of a Teacher's Warrant (Permanent) plus a recognised teaching qualification/pedagogical course at MQF Level 6, as defined in this call and its appendices and have accrued not less than fifteen (15) years teaching experience, teaching the subject/area/cycle applied for in a licensed school; OR

(v) have a Teacher's Certificate or have successfully completed the Graduate Teacher's Course, both at MQF Level 6 organised by the Education Division with the subject applied for taken as the main subject in the Teacher's Training Course; OR

(vi) have a recognised teaching qualification at MQF Level 6/7, as defined in this call and Appendix A, which includes the subject/area applied for as a main area of study and satisfying further eligibility as defined in Appendix B if applicable, for the subject/area/cycle applied for; OR

(vii) have a recognised teaching qualification at MQF Level 6 as defined in this call and its appendices, in the subject/s taught at the secondary cycle, plus an adaptation course recognised by the Education Authorities and four (4) scholastic years full-time teaching experience in the primary cycle in a licensed school offering compulsory education. Applicants who have the requirements stipulated in this paragraph but do not have this

adaptation course will still be eligible to apply on condition that, if successful, the applicant will be required to follow this course when requested by the Education Authorities; OR

(viii) have a recognised teaching qualification/pedagogical course at MQF Level 6, as defined in this call and its appendices, and has a minimum of 60 ECTS/ECVET credits at MQF Level 6 in the subject/area applied for, even if their teaching/pedagogical qualification/course, as defined in this call and its appendices, is not in the subject/area applied for; OR

(ix) Applicants who have registered for, and subsequently awarded, a recognised (Masters) qualification at MQF Level 7 with a minimum of 60 ECTS/ECVET credits or equivalent in the subject applied for, before 29th July 2008, and have been awarded a Teacher's Warrant (Permanent) in accordance with article 41 of the Education Act, must also have a recognised teaching qualification at MQF level 6/7, as defined in this call and Appendix A, in the subject/area/cycle applied for.

However, if an applicant is in possession of a Teacher's Warrant (Permanent), but is not in possession of a recognised teaching qualification at MQF Level 6/7, as defined in this call and its appendices, s/he is still eligible to apply on condition that the applicant provides documented evidence that s/he has been confirmed, (i.e. no longer under probation and worked for a full scholastic year) in the grade of Teacher, and has taught the subject/area/cycle applied for, in a licensed school offering compulsory education.

(x) Public Officers in the grade of Teacher, whose appointment in such grade has been confirmed, and who wish to be considered to teach at a different cycle and/or to teach a different subject, may apply on condition that besides being in possession of a teaching/pedagogical qualification as per Appendix A, have a minimum of 60 ECTS/ECVET credits at MQF Level 6 in the subject/area applied for, even if their teaching/pedagogical qualification/course is not in the subject/area applied for. MEYR shall deploy teachers who prove successful in such cases according to the exigencies of the service.

(xi) Applicants in possession of a teaching qualification in Early Childhood Education and Care or in the Primary, as defined in this call and its appendices, must also be in possession of:

(a) Three (3) Ordinary Levels at MQF Level 3 (minimum Grade C or 5) or a recognised comparable qualification in Maltese Language, English Language and Mathematics. An Advanced Level at MQF Level 4 (minimum Grade E), or comparable, or a pass in the respective subject module taken as part of a recognised qualification shall be accepted as an alternative to Ordinary Level MQF Level 3, unless otherwise stated. Provided that an applicant who does not satisfy these requirements (paragraph xiv) would still be eligible to apply if s/he is in possession of a Permanent Teacher's Warrant and has been in a full-time teaching position in a licensed school for a period of not less than five (5) scholastic years in the last ten (10) scholastic years.

(b) Applicants who entered one of the courses stipulated in (xi) and Appendix A as mature students and successfully completed such courses, are exempt from the provisions of paragraph (xi) provided they produce a testimonial to this effect from the awarding institution.

\*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

**(xii) Public Officers applying for this post must be confirmed in their current appointment.**

4.2. A table of recognised teaching qualifications or pedagogical course (Appendix A) mentioned above or in Appendix B may be viewed by accessing the following link: <https://education.gov.mt/en/vacancies/Documents/Appendix%20A%20-%20Recognised%20Teaching%20qualifications.pdf>.

4.3. Qualifications at a level higher than that specified above and in paragraph 4.2's link for Appendix A and in Appendix B, will be accepted for eligibility purposes, provided they meet any specified subject/area/cycle requirements.

4.4. Applicants who are in the final year of the course leading to the award of their appropriate teaching qualification as per paragraphs under section 4.1 may still apply. Such applicants would need to prove the successful completion of the relevant course by 30th November 2022 or any other further date determined per current circumstances related to COVID-19. Failure to provide such evidence will lead to the removal from the result merit list and if such an applicant is engaged before 30th September 2022, his/her appointment as Teacher will be changed to that of a Supply Teacher and the engagement will be on a definite basis for scholastic year 2022/2023, which may be renewed for further periods.

4.5. Applicants are also required to refer to Appendix B by accessing the following link: <https://education.gov.mt/en/vacancies/Documents/Appendix%20B%20-%20Further%20eligibility%20criteria%20for%20Teacher%20call.pdf> of this call for applications, which indicates further details and eligibility requirements within the area of eligibility of the listed subjects in paragraph 1.2. Applicants, who wish to apply for subjects which are not listed in Appendix B, should refer to paragraphs in section 4.1 and Appendix A for the eligibility requirements.

4.6. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.7. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

4.8. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.9. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.8 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.10. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On

its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.11. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.12. It is the applicant's responsibility to present a comparability statement issued by the CTP for teaching qualifications confirming the comparability of the qualification in accordance with paragraphs 4.2 to 4.5 and Appendix A. Holders of a teaching qualification as listed in Appendix A, are exempted from presenting such a comparability statement.

### **Submission of Supporting Documents**

5.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Applicants wishing to produce supporting documentation over and above that required by this call, including teaching practice reports, are to produce such documentation, if and when called for an interview. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.

5.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview. Applicants must also produce an updated Employment History issued by Jobsplus or its equivalent, as proof of work experience. Failure to produce this document means no marks will be given for experience.

### **Selection Procedure**

6.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 800 and the pass mark is 400. As part of the interview eligible applicants are expected to:

- a. give a 5 to 7-minute digital presentation in English showing the ability to demonstrate mastery in pedagogy and assessment in an inclusive environment in the subject/area/cycle applied for.
- b. Show professional knowledge, competences and attitudes through case study/studies and a series of questions in Maltese.

Eligible applicants are to bring their own laptop/tablet and to provide the selection board with a printed version of the presentation. In the absence of a laptop/tablet, candidates are required to have access to the presentation

through a memory stick. The Assessment Criteria can be accessed on:

<http://education.gov.mt/en/Pages/vacancies.aspx>.

6.2. A successful applicant under clause 4.4 will be placed in the order of merit, subject to the condition that s/he is either fully qualified or has successfully completed his/her teaching qualification, by 30th November 2022 or any other further date determined per current circumstances related to COVID-19. Failure to satisfy any one of the above conditions will lead to the removal from the merit list.

### **Submission of Applications**

7.1. Applicants may apply for more than one of the options listed in clause 1.2 above, by applying separately for every subject/cycle/area. However, it is the prerogative of MEYR to select under which option to offer employment to the selected candidates, according to the exigencies of the Malta Public Service and MEYR.

7.2. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Friday, 19th May, 2023. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.3. However, due to the exigencies of MEYR, the selection process will initially consider, applications received by **17:15 hrs (Central European Time) of Monday, 23rd May 2022**. Successful candidates in every cycle/subject/area will be placed in an order of merit list which will remain valid for one (1) year from the date of publication or until the result list is exhausted, whichever is earlier.

However, should the order of merit list be exhausted as a result of additional vacancies in the cycle/subject/area mentioned in paragraph 1.2, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by **17:15 hrs (Central European Time) of Friday, 19th May 2023**. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone numbers 153.

7.4. Applicants must, together with the application mentioned in paragraph 7.2, submit an online temporary warrant application at: <https://eforms.gov.mt/pdfforms.aspx?fid=est075e>, or renew their temporary warrant online through the following link: <https://eforms.gov.mt/pdfforms.aspx?fid=est077e>.

The acknowledgement of this application/renewal is to be submitted through the Online Education Recruitment Portal (<https://edurecruitment.gov.mt>). Applications for a temporary warrant/renewal will be processed by the CTP, only if an applicant is offered employment with MEYR.

7.5. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.6. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.7. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

### Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;



Malta  
Further & Higher  
Education Authority



Co-funded by  
the European Union

- the process for the submission of petitions concerning the
- result; access to application forms and related details;
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address  
<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>.

These general provisions are to be regarded as an integral part of this call for applications.



# Call for Applications 6

**POST OF LEARNING SUPPORT EDUCATORS IN THE MINISTRY FOR EDUCATION**

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education (MFED) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MFED adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

6. The Permanent Secretary, Ministry for Education (MFED) invites applications for the post of Learning Support Educators in the Ministry for Education.

**Terms and Conditions**

2.1. This appointment is subject to a probationary period of twelve (12) months for Learning Support Educator III and for Learning Support Educator II and I, a probationary period of six (6) months.

.....

2.8. Furthermore, a Learning Support Educator I, who takes the initiative and successfully completes a full qualification (Diploma) at MQF Level 5 as indicated in paragraph 4.1 (iv), will automatically be promoted into the grade of Learning Support Educator II in Salary Scale 12.

2.9. Furthermore, a Learning Support Educator I or II, who takes the initiative and successfully completes a full qualification (Degree) at MQF Level 6 as indicated in paragraph 4.1 (iii), will automatically be promoted into the grade of Learning Support Educator III in Salary Scale 10. In such instances, the years of service as a Learning Support Educator II shall be reckonable for progression on a 4:1 basis (every four (4) years in the grade of Learning Support Educator II shall result in a deduction of one (1) year for progression into Salary Scale 9).

2.10. All Salary Scales for all grades mentioned above (2.2 to 2.9) are supplemented by the respective annual Class Allowance together with the respective annual Works Resource Fund according to the grade and salary scale and are subject to yearly increments as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) of the 21st December 2017.

2.11. Lateral applications in the same grade from public officers are not allowed.

2.12. Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

**Duties**

3. The job duties for the post of Learning Support Educators may be viewed in Annex A attached to this Circular.

**Eligibility Requirements**



4.1. By the closing time and date of this call for applications, applicants must be:

e. a. citizens of Malta; **or**

citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**

citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**

any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**

third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; **or**

in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

**The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.**

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

(v) able to communicate in the Maltese and English Languages; and

(vi) in possession of a recognised full qualification (Degree) at MQF Level 6 or higher (subject to a minimum of 180 ECTS/ECVE credits, or equivalent \*) in Inclusive Education or a comparable qualification;

(vii) in the absence of applications from eligible candidates according to paragraph 4.1 (iii) and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of a recognised full qualification (Diploma) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent \*) in Inclusive Education or a comparable qualification;

(viii) in the absence of applications from eligible candidates according to paragraph 4.1 (iv) and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of a recognised full qualification (Certificate) at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent \*) in Inclusive Education or a comparable qualification.

(h) In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 30/60/180 ECTS/ECVE credits (as applicable). The advice of the MQRIC may be sought.

Those already employed with state schools as an LSE I or LSE II and wish to progress to a higher grade are to follow instruction

from the following links:

LSE II

<https://education.gov.mt/en/resources/Documents/Application%20Forms/Application%20for%20Promotion%20to%20LSE%20II.pdf>

or

LSE III

<https://education.gov.mt/en/resources/Documents/Application%20Forms/Application%20for%20Promotion%20to%20LSE%20III.pdf>.

Supply LSE are to apply through this call to progress to an LSE grade.

**vi. Public Officers applying for this post must be confirmed in their current appointment.**

4.2. (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVETS credits or equivalent\*.

\* In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

(vi) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(vii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3. Furthermore, as per the education sectoral agreement signed by the Government and the Malta Union of Teachers (MUT) on 21st December 2017, the eligibility criteria mentioned in paragraphs 4.1 (i) to (v) above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.

4.4. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.5. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

4.6. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those

applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.7. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.8. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.9. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

### **Submission of Supporting Documents**

5.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal (<https://edurecruitment.gov.mt>).

5.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

### **Selection Procedure**

6.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 800 and the pass mark is 400.

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.6, have proven relevant work experience.

### **Submission of Applications**

7.1. Applications are to be submitted, for the attention of the Ministry for Education through the Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is **17:15 hrs (Central European Time) of Friday, 09th December, 2022**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

The applications received for the above specified date will be grouped in (three) 3 selection processes. The selection process will consider applications received by 17:15 hrs (Central European Time) of the following dates:

Opening date: Wednesday, 15th December, 2021 and  
Closing date: Friday, 04th March, 2022

Opening date: Friday, 04th March, 2022 and  
Closing date: Friday, 10th June, 2022

Opening date: Friday, 10th June, 2022 and  
Closing date: Friday, 30th September, 2022

Opening date: Friday, 30th September, 2022 and  
Closing date: Friday, 09th December, 2022

7.2. Due to the exigencies of the Public Service, the selection process will initially consider applications received by **17:15 hrs (Central European Time) of Wednesday, 15th December, 2021**. Successful candidates will be placed in an order of merit list which will remain valid for two (2) years from the date of publication or until the result list is exhausted, whichever is the earliest.

7.3. However, should the order of merit list be exhausted and vacancies remain, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by **17:15 hrs (Central European Time) of Friday, 09th December, 2022**. An order of merit for each selection exercise will be published. Each order of merit list published will remain valid for one (1) year from date of publication.

7.4. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.5. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.6. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

### Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning
- the result; access to application forms and related
- details; retention of documents;

may be viewed by accessing the website of the People & Standards Division at  
the \_\_\_\_\_ address

<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>.

These general provisions are to be regarded as an integral part of this call for applications.



# Eligibility for Course 7

**Bachelor of Education (Hons) Hairdressing and Beauty**

MQF Level: 6

ECTS Value: 180 ECTS

Start Date: October

Duration: 4 Years (Part-time)

**Programme Description**

This programme provides participants with the prospect to develop their knowledge and competences in vocational content, pedagogy and assessment. It aims to provide those within or wishing to join the education sector with the necessary tools and competences to teach effectively in the secondary and vocational sector whilst fostering a supportive and inclusive learning environment for all learners. Within this programme, learners shall also be given the opportunity to develop the core knowledge and skills required in hair and beauty sector including the basics of cutting hair, hair colour and design, beauty treatments, aftercare, diet and nutrition.

Disclaimer: This programme fulfils part of the requirements for the position of regular teacher in Hairdressing and Beauty. This programme does not certify an individual to work as a hairdresser or beauty therapist.

**Entry Requirements**

Applicants are required to be in possession of:

1. An MQF Level 3 (Grade 1-5, or equivalent) in Maltese, English Language and Mathematics

**AND**

2. A minimum of one of the following:

- a) An awarded MATSEC Certificate (MQF 4) preferably with a grade C or better in Biology, Chemistry or Home Economics at Intermediate level;

**OR**

- b) An MQF Level 4 vocational qualification (MQF 4 with a minimum of 120 ECTS) in Beauty Therapy, Hairdressing or a cognate area deemed relevant by the Institute for Education;

**OR**

- c) Three subjects at Advanced Level (MQF 4) with a grade C or better in two subjects (preferably including Biology, Chemistry or Home Economics), and at least a grade D in a third subject.

**OR**

- d) Two subjects at Advanced Level (MQF 4) at grade C or better and three intermediate subjects with a minimum grade D. Preference will be given to those with Biology, or Chemistry or Home Economics at grade C or better at intermediate level.

3. In addition to the above, all applicants will be required to sit for an interview and present a portfolio demonstrating their work and training in relation to the subject area prior to acceptance on the programme.

Applicants applying under the Institute for Education's maturity clause are asked to refer to Section 2.2. of the Admission Regulations: <https://bit.ly/2usFcqA>.

**Course Outline****First Year**

BEDU100	Psychology of Education: Child Development, Creativity, and Managing Difficult Behaviours
BEDU101	Planning: A Key to Success
BEDU102	Classroom Management
BEDU103	Assessment for Learning and Continuous Assessment



BEDU104	Assessment of Learning: Examination Paper Setting and Evaluation
BEDU105	Teaching Practice I
BEDU106	Achieving Standards while Fostering Equity and Social Justice
BEDU107	Philosophy of Education: The Maltese Educational System and Collaborative Communities of Learning
BHAB101	Consulting, Shampooing, Conditioning and Styling Hair
BHAB102	Facial and Eye Care Treatments
BHAB103	Hair Salon Management

### Second Year

BEDU200	The Teacher's Role
BEDU201	Digital citizenship: Enriching learning through web-based applications
BEDU202	Psycho-social Issues of Inclusive Education
BEDU203	Teaching Practice II
BHAB204	Anatomy and Physiology
BHAB205	Manicure and Pedicure
BHAB206	Health and Safety in the Hair Salon
BHAB207	Hairdressing and Beauty Therapy Pedagogy
BHAB208	Cutting Hair

### Third Year

BEDU300	Communicating with Parents
BEDU301	Addressing Diversity through Inquiry-based Learning (IBL) and Universal Design for Learning (UDL)
BEDU302	Microteaching
BEDU303	Leading the Professional Team
BEDU304	Experiential Learning and Authentic Assessment
BEDU305	Sociology of Education: Gender Equality, Culture and Values
BEDU306	Research Methods I: Quantitative Strategies
BEDU307	Research Methods II: Qualitative Strategies
BEDU308	Internship in Industry
BEDU309	Exploring Multiculturalism in Education
BEDU310	Promoting the Principles of Inclusion through Classroom Practices
BHAB309	Depilatory Treatments
BHAB310	Diet and Nutrition
BHAB311	Permanent Waving the Hair
BHAB312	Make-up
BHAB313	Holistic Massage and Alternative Therapies

### Fourth Year

BEDU401	Teaching Practice III
BEDU400	Dissertation
BHAB414	Body and Facial Electrical Treatments
BHAB415	Hair and Colour Design
BHAB416	Professional Ethics and Safety in Beauty Therapy

N.B. Please note that while the above provides an indication of the overall programme structure, the years in which modules are delivered may change or be replaced as part of the Institute for Education's administrative processes.

### Applications

Applications for the Bachelor of Education (Hons) Hair Dressing and Beauty programme open mid-May of each year with programmes commencing the following October.



Malta  
Further & Higher  
Education Authority



Co-funded by  
the European Union

When open, interested applicants may apply through the Institute for Education's online portal: <https://bit.ly/2Dn6Fi7>

# Call for Applications 8



**MINISTRY FOR EDUCATION AND EMPLOYMENT****POST OF SOCIAL SUPPORT WORKER IN THE DIRECTORATE FOR EDUCATIONAL SERVICES****(Capacity building approval dated 26th October 2013)**

*In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender.*

**1.0 General**

1.1 The Permanent Secretary, Ministry for Education and Employment invites applications for the post of Social Support Worker in the Directorate for Educational Services (DES).

1.2 The mission of the DES is to ensure the effective and efficient operation and delivery of services to State Colleges and schools within an established framework of decentralisation and autonomy.

1.3 The functions of the DES are established by the Education Act (as amended by Act XIII of 2006) which may be consulted on: <https://education.gov.mt/en/Pages/vacancies.aspx>

**2.0 Terms and Conditions**

2.1 A Social Support Worker shall be placed in Salary Scale 13 which in 2014 is €14,171.00 per annum, rising by annual increments of €335.50 up to a maximum of €16,184.00) and shall proceed to Salary Scale 12 on completion of five (5) years service in the grade, subject to satisfactory performance.

2.2 The selected candidate shall be required to undergo intensive training during an induction phase with the Department for Student Services. The selected candidate will be exposed to a broad spectrum of social situations during which the expertise required to deliver effective casework, will be acquired. In particular skills in case recording, report writing, working in a multidisciplinary team, communication, and others relevant to the post.

2.3 A selected candidate is obliged to ensure that throughout his/her employment period s/he remains conversant with current social care issues and practices both nationally and internationally. For this purpose opportunities will be provided for continuous professional development, which opportunities the selected candidate is expected to utilise to the full. This will help to ensure that a professional standard of service will be delivered at all times.

2.4 A selected candidate who uses his/her own means of transport for his/her work, will be entitled to the appropriate approved allowance as per PSMC 8.2.10 and MEDE/DGSS Circular 01/2013.

2.5 A selected candidate is required to perform duties as part of the 24 hour emergency service run by the DES which together with the nature of social work service requires the application of a flexible working-pattern centred around the needs of the clients.

2.6 A selected candidate may be required to provide service in more than one College/school/centre, and may be required to perform duties in Gozo according to the exigencies of the Malta Public Service and the DES in particular.

**3.0 Duties and Responsibilities**

3.1 The duties and responsibilities of a Social Support Worker shall include:

- \_ conducting home visits and other visits as may be required to communicate with target families identified by the supervisor of the social worker working within the respective college, so as to prevent, minimize or eliminate absenteeism from school;
- \_ assisting the social worker in implementing care plans discussed in supervision in relation to students whose educational achievement is effected by personal, social and family matters. Such difficulties may include social exclusion, challenging behaviour and complex family situations;
- \_ supporting families by helping them in practical ways to deal with the educational needs of their children;

- \_ teaching home management, parenting and interpersonal skills to families for the benefit of the education of their children;
- \_ participating in case conferences and work-related meetings when required;
- \_ keeping records of all visits and substantive communications and information learnt from and about target families;
- \_ being accountable to the College Principal where serving and to the Director Student Services;
- \_ working in close collaboration with the Social Worker, the College multidisciplinary team, the DES Student Services Department and other professionals employed with other Government Departments and non-Governmental Agencies, thereby ensuring maximum utilisation of resources for the benefit of their clients.
- \_ establishing and maintaining a link between school, home and education authorities;
- \_ maintaining regular working links with the Social Work Service (SWS) administration office in the Department for Student Services, DES, so as to ensure that children and adolescents experiencing physical, environmental, emotional or social problems are being supported, and thus assisting them to derive the full benefits of Education;
- \_ performing other duties assigned by the Director General, DES;
- \_ performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

#### **4.0 Eligibility requirements**

4.1 By the closing time and date of this call for applications, applicants must be:

- (i) (a) citizens of Malta; or
  - (b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
  - (c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
  - (d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
  - (e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".
- The advice of the Citizenship and Expatriates Department should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

The Employment and Training Corporation should be consulted as necessary on this issue.

- (ii) able to communicate in the Maltese and English Languages;
- (iii) in possession of a recognised Diploma in Health and Social Care, MQF Level 4, or a recognised appropriate comparable qualification;

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call

for applications.

(iv) of good moral character (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1, have proven relevant work experience.

4.3 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below paragraph 8.1).

#### **5.0 Submission of supporting documentation**

5.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification. Scanned copies sent electronically are acceptable.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

#### **6.0 Selection procedure**

6.1 Eligible applicants will be assessed by a Selection Board.

#### **7.0 Submission of applications**

7.1 Applications, together with an updated Service and Leave Record Form (GP 47 - [https://www.education.gov.mt/DGSS\\_GP47.aspx](https://www.education.gov.mt/DGSS_GP47.aspx)) in the case of Public Officers, and a summary of qualifications and experience in the European Curriculum Vitae Format will be received in the first instance by the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana, VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo VCT 2000 by not later than **noon (Central European Time) of Friday, 17th January 2014**. Applications can also be submitted through the Online Government Recruitment Portal on <http://recruitment.gov.mt> by the said closing time and date. Further details concerning the submission of applications are contained in the general provisions referred to below.

#### **8.0 General provisions**

8.1 General provisions concerning this call for applications, with particular reference to:

- the probationary period and other conditions;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;

may be viewed by accessing the website of the Public Administration HR Office at the address <http://www.pahro.gov.mt/file.aspx?f=359> or may be obtained from Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo, VCT 2000. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 6.2 of the General Provisions of this call for applications, the fax number of the receiving Directorate for Educational Services is 2598 2264.



# Call for Applications 9

### Accounts Executive

We are currently seeking to recruit an Accounts Executive to join our team.

- Whilst reporting to the Unit Management Accountant, the selected candidate will be responsible for:
- Working in conjunction with all departments both within and outside the Unit to ensure maximum profitability;
- Maintaining and developing all product costings and data to ensure accurate stock valuations;
- Ensuring that set internal control procedures are working effectively and providing a critical assessment of such controls as well as proposing improvements where and when deemed necessary;
- Reviewing periodically approved Policies and Procedures to ensure compliance and liaising with Management on any non-compliance;
- Measuring, assessing and reporting on departmental performance in line with budgets and targets;
- Assisting in the monthly preparation of Management Accounts;
- Taking up an active role during the Company's annual statutory audit

The ideal candidate will:

- Be in possession of an MQF Level 4 or higher in Accounts;
- Have previous experience in a similar role

The ability to work within a team as well as taking own initiatives is essential for this post. The ideal candidate must be organised and must be able to coordinate and communicate well with others.



# Call for Applications 10

**Job Title:** Technicians

**Job Description:**

We are currently seeking Electrical and Mechanical Technicians to join the Maintenance and Facilities department.

The position is accountable to the Executive / Technical Superintendent and is responsible for performing a wide variety of tasks associated with electrical / plumbing installations and the respective equipment and other duties of a mechanical nature such as docking and scaffolding. Such tasks include fault finding and repair, new installations, scheduled / preventive maintenance on equipment and general facility maintenance.

**Responsibilities:**

- Performs all duties of mechanical or electrician or industrial electronics (in accordance with trade qualified) at a consistently high level of ability;
- Routinely monitors the operations and maintenance of mechanical / electrical / electronics /plumbing / HVAC installations and systems (including fire alarm systems);
- Sets up electrical circuits for special applications and assists in the design requirements for buildings and facilities;
- Locates and diagnoses equipment and installation failures, leaks and respective problem areas and effects timely corrective action;
- Documents all repairs and maintenance carried out in accordance with the respective maintenance manuals, routine equipment readings, and responses to equipment alarms;
- Must keep job status updated on the facility's computerised system and visual management boards;
- Prepares material and parts according to work requirements, assists in the sourcing and procurement of same and allocates procured items to particular jobs undertaken in accordance with the approved job card requests;
- Ensures that workshop and on-site safety measures are followed and observed even by the supporting staff and other personnel;
- Works with electrical meters, instruments, power and hand tools;
- Ensures that cleanliness and a good sense of order are preserved when on duty;
- Maintain compliance with building and electrical standards and regulations in force;

**Knowledge / Skills / Qualifications:**

- Excellent knowledge of the position's specific field of expertise;
- Must have the ability to read schematics and technical manuals;
- Must be computer literate;
- Seasoned judgment and the ability to set priorities and make decisions;
- Ideally, a minimum of 3 years of work experience enabling the application of technical
- Good interpersonal as well as written and oral communication skills;
- Must be in possession of a valid driving license;
- Must be in possession of an engineering / technical diploma at MQF level 4 such as HTD, ATD,
- HND or wireman's licence B.



# Call for Applications 11





**Job Title:** Student Recruitment Executive

**Job Description:**

**Responsibilities:**

- Provide excellent service to current and prospective students, to ensure a positive learning experience
- Actively promote our courses on various media channels
- Implement basic digital marketing activities across a range of digital channels (such as over social media, email, and SEO)
- Support and maintain the school's digital marketing efforts to build brand awareness and generate leads
- Carry out sales calls on the phone with prospective learners
- Assist clients through the admissions process
- Offer guidance with the transition of clients from prospect to the applicant to learner
- Achieve monthly / quarterly targets
- Keeping up-to-date with competitor knowledge
- Identifying new business opportunities in different industries and identifying ways to improve existing products / services
- Contributing to team discussions with ideas and suggestions

**Desirable Qualifications:**

- MQF level 6 standard of education (or equivalent)
- Marketing and / or Digital Marketing qualification or short courses in graphic design, digital marketing, social media marketing and similar

**Desirable Employment Experience:**

- Previous experience in sales or a customer-facing role will be considered an asset
- Experience in content marketing and / or content curation will be favourably considered

**Required Skills / Attributes:**

- Excellent spoken and written English. Proficiency in Maltese will be considered an asset
- Strong communication and influencing skills
- The ability to contribute to teamwork
- A hardworking approach, polite with a can-do attitude
- Ability to multi-task
- Experience in working under pressure to reach targets
- Ability to work on MS Office applications

This position is available on a full-time basis.

We look forward to hearing from you. Send us your 2-page CV and cover letter via the apply button below.