

MEDE 630/2018

HR MEDE Circular No. 30/2018

Ministry for Education and Employment
Education Building
Great Siege Road
Floriana VLT 2000

Date: **20th September 2018**

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

**POST OF ASSISTANT TECHNICAL OFFICER (BUILDING CONSTRUCTION)
WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT**

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

Nomenclatures denoting the male gender include also the female gender.

1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of an Assistant Technical Officer (Building Construction) within the Ministry for Education and Employment.

2.0 Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 The salary for the post of an Assistant Technical Officer is Salary Scale 13, that is, €15,955.00 per annum, rising by annual increments of €335.50 up to a maximum of €17,968.00.

3.0 Duties

3.1 The duties of an Assistant Technical Officer (Building Construction) include:

(a) reports directly to the Technical Officer;

- (b) in charge of the general maintenance of the premises of any Department, Division, Directorate or other site pertaining to the Ministry for Education and Employment, including, though not limited to, Public Schools;
- (c) responsible for drafting reports and estimates of the maintenance works to be performed and deciding what material is required for each job;
- (d) direct supervision of the Industrial and Technical staff (Masons, Plasterers and Painters) which includes the supervision of works carried out and of the material, equipment and tools used;
- (e) drawing up monthly reports on the progress of works carried out;
- (f) noting records of vacation leave and sick leave on the attendance sheets of the Technical and Industrial staff prior to submitting the attendances to the attention of the Assistant Director (Precincts Management Unit) daily;
- (g) carrying out other technical duties including:
 - (i) constructing or demolishing any stone/brick wall, building or any other structure laid with mortar;
 - (ii) interpreting plans and building drawings in accordance with approved building permits/plans and complying with sanitary regulations in force;
 - (iii) working with, directing and being responsible for his/her team;
 - (iv) sketching and building arches, alcoves and spiral staircases and being responsible for the erection and dismantling of wooden frameworks and shuttering;
 - (v) supporting existing dangerous structures;
 - (vi) working on reinforced concrete;
- (h) performing any other duties that are expected from one who occupies the post of Assistant Technical Officer;
- (i) 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 Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on

loan/detailed with/deployed with/on attachment to Public Sector organizations who are:

- (a) in the grade of a Senior Technician/Senior Tradesman who are confirmed in their current (or in a previous) appointment, (as the case may be); **OR**
- (b) in the grade of a Technician/Tradesman in Salary Scale 15, who are confirmed in their current or in a previous appointment, who are in possession of at least a Higher Technician Diploma (HTD) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent) in Construction and Stone Masonry, Heating, Ventilation and Air-Conditioning, Joinery and Furniture Making, Masonry Heritage Skills (Sewwej/Mastru), Building Services Installations (Plumbing or Plumbing and Electrical), Trowel Trades (Plastering and Tile Laying or Painting and Decorating), Welding and Fabrication, Electrical Installations, Engineering (Electronics/Mechanical/Building Services/Civil Construction), Plumbing and Liquid Petroleum Gas Systems, Electrical Systems, Electronics or Project Management or a comparable professional qualification.

4.2 The HTD is rated at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent). A person in possession of an appropriate qualification at MQF level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent) followed by two (2) years proven appropriate experience shall be deemed to satisfy the clause “Higher Technician Diploma or a recognised appropriate comparable qualification”, as specified in paragraph 4.1 (b) above.

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 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, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a

higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

- 4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.6 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).

5.0 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 in pdf format and sent through the edurecruitment portal on <https://edurecruitment.gov.mt>. 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. Under no circumstances should any such documents be submitted after two (2) working days from closing date.
- 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 to determine their suitability for the position. 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 4.4, have proven relevant work experience.

7.0 Submission of applications

- 7.1 Applications together with an updated service and leave record form (GP47) and a summary of qualifications and experience in the *curriculum vitae* are to be submitted through the online education recruitment portal **ONLY** at the following address <http://edurecruitment.gov.mt> by not later than **noon (Central European Time) of Friday, 5th October 2018**.

An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Customer Care on telephone numbers 2598 2463 or 153.

7.2 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.

7.3 Further details concerning the submission of applications are contained in the general provisions referred to below.

8.0 Other general provisions

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

1. applicable benefits, conditions and rules/regulations;
2. reasonable accommodation for registered persons with disability;
3. submission of recognition statements in respect of qualifications;
4. publication of the result;
5. the process for the submission of petitions concerning the result;
6. access to application forms and related details (not applicable in view of paragraph 7.1 above);
7. retention of documents

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

<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>. These general provisions are to be regarded as an integral part of this call for applications.

Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment