Letter Circular

Information: ✓  Action Required: ✓

Ref: HR/138/2013  Date: 11th November 2013

From: Directorate for Educational Services (DES)

To: Directors, College Principals and Heads of School/Section (State Only)

Subject: Internal Call for Applications for a Support Teacher to perform duties as a Project Administrator within the Directorate for Lifelong Learning in Malta between January 2014 till December 2014.

Directors, College Principals and Heads of School/Section are kindly requested to ensure that this circular is brought to the attention of ALL teaching staff, including those on any sort of leave. It is strongly recommended that all teaching staff are informed through their iLearn e-mail account since this is considered the official email address.

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

1.0 Introduction

1.1 The Directorate for Educational Services (DES) is inviting applications from public officers in the grade of teachers/instructors to perform Project Administrator duties with the Directorate for Lifelong Learning Malta, for the period January 2014 to December 2014.

1.2 The selected candidate will be responsible for the Implementation of the European Agenda for Adult Learning.

2.0 Eligibility Criteria

2.1 Applicants must have with a minimum of three (3) scholastic years teaching experience in the secondary sector.

2.2 Due consideration will be given to applicants who:
are familiar with the work programme activities associated with the implementation of this agenda;

- have experience in the organisation of previous activities associated with the European Agenda for Adult Learning;

- have knowledge of the organisation and delivery of adult learning programmes in general.

3.0 Duties and Responsibilities

3.1 The roles and responsibilities of the selected candidate shall include:

- setting up and coordinate with the National Coordinator the inter-ministerial committee in order to:
  
  i. identify the different forms of adult learning taking place within their sector;
  
  ii. identify where low skilled and/or low qualified workers can be found;
  
  iii. identify the types of training in basic skills which these workers need;
  
  iv. find what best channels to use to reach these adults and motivate them to invest in basic skills training.

- networking with different stakeholders related to adult learning in order to:
  
  i. promote Adult Learning across public entities;
  
  ii. promote Adult Learning across private working sector;
  
  iii. network between Adult Learning providers.

- mapping of Adult Learning providers and Adult Learners in Malta and Gozo;

- organising National Conferences and Peer Learning Activities (PLA) in Malta;

- procuring of materials associated with the Implementation of the European Agenda for Adult Learning;

- participating in PLAs both in Malta and abroad;

- performing all duties of a teacher (see: Job Description Handbook, July 2007);

- performing any other duties requested from time to time by the Directors General DES/DQSE.

3.2 A selected candidate is also expected to perform these duties in the Adult Learning Centre according to the exigencies.

4.0 Duration of assignment and conditions

4.1 A selected candidate will be centrally based in Malta.

4.2 A selected candidate will be obliged to serve the whole time frame stipulated by this call for application except for situations deemed by the Directors General DES/DQSE as special circumstances. In such eventuality, the successful candidate may lose the right to revert to the College/school/section where s/he was serving in prior to applying, even if the successful candidate would have only served for a short period of time.
4.3 The services of a selected candidate may, for a justified reason, be terminated at any time at the discretion of the Director General, DES. In such an eventuality the officer concerned will either perform duties in connection with a related assignment or revert to class/subject teaching and **not necessarily** at the school/s s/he was last serving in, as the case may be.

5.0 General Provisions

5.1 A selected candidate may be required to attend courses, locally or abroad, as the DES/DQSE/DLL may deem necessary.

5.2 A selected candidate will be eligible to apply for posts/positions (promotions) and will retain progression rights as stipulated in the collective agreement for teaching grades. Service performing duties mentioned above will be considered as teaching experience and consequently the selected candidate will retain all rights of his/her substantive grade.

5.3 A selected candidate is expected to work normal school hours and will not be entitled to any extra remuneration except for those instances where the selected candidate will be required to perform his/her duties in more than one Adult Learning Centre **on the same day**. In such cases s/he would be entitled to reimbursement as per PSMC 8.2.10 and DGSS Circular 01/2013.

5.4 The DES reserves the right:

- to determine the number of teachers needed;
- not to place all successful candidates.

Selection will be made according to the merit list which will remain valid for one (1) scholastic year.

5.5 A selected candidate will be contacted by e-mail through the iLearn e-mail account. A selected candidate, who is accepting, need not reply. However, if the selected candidate is no longer interested to perform these duties, s/he is **required to send an e-mail to**: hr.deployment@gov.mt **within 48 hours from the date and time of the e-mail**.

6.0 Submission of recognition statements in respect of qualifications

6.1 With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

6.2 Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the Customer Care, Directorate for Educational Services as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the Director General DES, indicating clearly the reasons for the delay. Requests for extensions beyond this period are to be submitted for the consideration of the Director General DES.
6.3 Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website (http://www.ncfhe.org.mt/). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in subparagraph (6.2) above.

7.0 Selection, publication of merit list and submission of petitions relating to the result

7.1 All eligible applicants will be assessed by a selection board to determine in rank order their suitability to perform these duties. Due consideration will be given to applicants in possession of an appropriate recognised related qualification and/or have proven related experience.

7.2 The merit lists will be published by the Directorate for Educational Services (DES) and exhibited on the notice board of the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana or the Education Office, Victoria, Gozo. A notification of the publication of the merit lists will be duly published by the Human Resources Office by means of a circular.

7.3 An applicant who would like to object to the outcome of the selection process can do so within ten (10) working days from the date of the circular announcing the publication of the merit list by submitting a petition in writing, addressed to the Director General, DES.

8.0 Submission of applications

8.1 Qualifications, which were required on entry as teacher/instructor need not be presented with this application or during the interview. Additional related qualifications (accompanied by transcripts in English), participating in voluntary in-service courses and experience claimed must be supported by certificates/documents/testimonials, copies of which are to be attached to the application form. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

8.2 All applications on the prescribed form endorsed by the Head of School/Section together with a CV and an updated Service and Leave Record Form (GP 47) 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 by not later than 16.00 hrs (4 p.m.) (Central European Time) of Wednesday 20th November 2013.

8.3 Application forms, the European Curriculum Vitae Format and the application procedures for GP 47 may be downloaded by accessing the following links:
http://europass.cedefop.europa.eu
or obtained in hard copy from the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000 or from the Education Office, Fortunato Mizzi Street Victoria, VCT 2000, Gozo.
8.4  
(a) A receipt will be given at the time of delivery for applications delivered by hand.

(b) Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000 or the Education Office, Fortunato Mizzi Street Victoria, VCT 2000, Gozo within seven (7) days.

8.5 Late applications will not be considered.

Joseph Micallef
Director
Human Resources (MEDE)