MINISTRY FOR EDUCATION AND EMPLOYMENT

POSITION OF ASSISTANT DIRECTOR (E-LEARNING)
IN THE DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION
WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

(Capacity building ad hoc approval dated 26 March 2015)

* In accordance with clause 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.

1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment notifies that it is intended to fill the vacant position of Assistant Director (E-Learning) in the Directorate for Quality and Standards in Education (DQSE) within the Ministry for Education and Employment (MEDE).

1.2 The mission of the DQSE is to generally regulate, establish, monitor and assure standards and quality in the programmes and educational services at the compulsory level of education provided by State and non-State schools.

1.3 The functions of the DQSE are established by the Education Act (CAP 327 of the Laws of Malta) which may be consulted on http://education.gov.mt/en/resources/Pages/Legislation.aspx.

2.0 Terms and Conditions

2.1 The position of Assistant Director is pegged to Salary Scale 5, which in 2015 is equivalent to €24,575.98 rising by annual increments of €640.67 up to a maximum of €28,420.00. The selected candidate will enter into a thirty-six (36) month performance agreement as Assistant Director with the DQSE which may be renewed for further periods. The Performance Agreement will include a Performance Bonus of up to 15% of the basic salary. This entitlement will be subject to the established performance review procedure. The appointees will not be entitled to other perquisites pertaining to an appointment to a Headship position.

2.2 An Assistant Director may be conditioned to a maximum of a six-day flexible working week of an average weekly working time of forty hours averaged over a calendar year on a time-table as established by the Director General DQSE and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the DQSE in particular.

2.3 Public Officers taking up the position of Assistant Director shall, upon
appointment, be required to decide whether to retain their substantive grade, or whether they wish to opt for appointment as ‘Officer in Grade 5’.

2.4 The appointment of the selected candidate as ‘Officer in Grade 5’ as per above will be subject to a probationary period of three (3) years and confirmation in that grade will be subject to satisfactory performance in the position of Assistant Director in the DQSE.

2.5 If the appointment of an appointee who has opted to be appointed as ‘Officer in Grade 5’ is not confirmed or is terminated during the initial three-year period as Assistant Director, he/she will be required to relinquish the above-mentioned appointment as ‘Officer in Grade 5’ and the appointment of Assistant Director, and in the case of a selected candidate who is a Public Officer already holding a substantive grade/indefinite status in the Malta Public Service, he/she will revert to his/her substantive grade/indefinite status on the termination of the assignment. In the case of a selected candidate who is not a Public Officer holding a substantive grade/indefinite status in the Malta Public Service, his/her service with the DQSE as well as with the Maltese Government will be discontinued in case of termination of assignment and if the appointment as Officer in Grade 5 is not confirmed.

2.6 In the case of a Public Officer who opts not to be appointed as ‘Officer in Grade 5’ but to retain his/her substantive grade, he/she will revert to such substantive grade (or indefinite status, if applicable) if the assignment is terminated or is not renewed.

2.7 If the selected candidate is a Public Officer holding a substantive grade/indefinite status in the Malta Public Service and, during the assignment period, is appointed to a grade with a salary scale higher than Scale 5, he/she will be required to relinquish the duties of Assistant Director in the DQSE and be transferred to duties pertinent to his/her new grade. However, if the substantive salary of a selected officer becomes higher than the maximum of Scale 5 through progression, he/she will be allowed to complete his/her stipulated term of engagement as provided by the assignment in force.

2.8 In the eventuality of termination, or non-renewal of assignment as Assistant Director in the case of an appointee who chose to be appointed ‘Officer in Grade 5’ as per paragraph 2.5 above, and who has been confirmed in such grade after the initial three year period, he/she will revert to the said grade and may be posted in any government department or Ministry.

3.0 Duties and Responsibilities

3.1 The duties of Assistant Director (E-Learning) shall include:

- be co-responsible for Curriculum Management and implementation where digital literacy is concerned;
- work closely with the Assistant Directors responsible for subjects /areas on curricular issues;
• assume responsibilities for digital literacy projects and initiatives including the Virtual Learning Environment;
• carry out the role of an eLearning champion;
• promote and share eLearning best practices;
• proactively widen personal knowledge and experience on eLearning, and attend related training;
• organise and deliver training related to eLearning, to Education Officers, teachers and colleagues;
• be responsible for the eLearning Centre;
• work in close collaboration with the different departments and outside agencies re infrastructure;
• advise Colleges, and the eLearning Centre on policies and measures to make learning more engaging and enjoyable through ICT including recommendations on innovative ways of teaching;
• actively undertake research studies to monitor the take up of eLearning in colleges and recommend corrective actions to improve the take up of eLearning by Heads of School, teachers, and students;
• develop, lead, and organise initiatives to encourage innovative and creative projects that use ICT and allow students to learn, maximise achievement, develop creative and enquiry skills, amongst others;
• organise an annual National Digital Literacy Conference;
• co-ordinate the development of e-Content, implement outcomes and encourage teachers to develop e-Content which can be shared on the eLearning platform;
• strive towards achieving EU funds for projects related to the SMART Island Technology;
• in collaboration with Student Services strive for investment in more specialised software for students with special needs;
• in collaboration with Director of eLearning, plan for the best investments for every scholastic year;
• provide curricular expertise and feedback on the best usage of new gadgets/tools/software;
• evaluate, select and develop suitable educational software;
• represent and participate in projects representing the DQSE, and if possible collaborate with other sections, entities and ministries;
• contribute to the development and implementation of an e-Learning Strategy;
• contribute to the development of digital literacy in schools and Colleges;
ensure the full development of teachers in the use of ICT in their subject/level areas and increase the pedagogical use of ICT;

- ensure that digital literacy and digital citizenship are taken up by teachers;
- collaborate with other MEDE departments to ensure that a reliable infrastructure of the ICT school network is in place;
- evaluate and improve the use of ICT in Primary and Secondary schools;
- contribute to the development and improvement of a Digital Literacy and Digital Citizenship as a cross-curricular theme for both Primary and Secondary schools;
- ensure the development of online training courses for teachers and the general public;
- train and support school administrators and school clerical personnel in the use of ICT programmes;
- gather, analyse, research and evaluate data and use it to plan and manage services, projects and systems;
- deputise for the director as instructed;
- any other duty that the director general may assign compatible with the functions and post of Assistant Director within DQSE;
- perform 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 (i), ii) (iii); 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 (ii), (iii), (iv) and (v) above would necessitate the issue of an employment licence 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) proficient in both Maltese and English languages;

(iii) 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 six (6) months from the date of this call for applications and state whether they have ever been in Government Service, giving details);

(iv) College Principals, or Service Managers, or Principal Education Officers, Education Officers or Heads of School in a licensed school; AND

(v) in possession of:

(a) a Teacher’s Warrant (Permanent); AND

(b) a recognised teaching qualification or a recognised Honours Degree of Bachelor in Education, or a recognised appropriate comparable qualification;

(vi) have not less than ten (10) scholastic years teaching experience covered by a Teacher’s Warrant, in addition to an aggregate of not less than four (4) scholastic years of service in any of the grades or positions mentioned in paragraph 4.1(iv) above;

In the absence of applications satisfying the requisites of paragraph 4.1(vi) or if no suitable candidates are selected, applicants who have not less than ten (10) scholastic years teaching experience covered by a Teacher’s Warrant, with less than four (4) scholastic years service in the grade or position mentioned in paragraph 4.1(iv) will be considered eligible.
Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet digital literacy requirements.

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

4.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1 above, are in possession, or who have been approved for the award, of a recognised Masters Degree or a recognised Doctorate in the field of education and/or a related field, or a recognised appropriate comparable qualification and have documented evidence of any relevant proven work experience and who are motivated, innovative and experienced in curricular, e-Learning and/or quality assurance in the non-state sector, and/or educational research and development aspects of education and who show a proven track record and knowledge of researching, developing and providing educational programmes that maintain and improve the learning experience of all students, as well as the ability to bring about positive change in the classroom through support and monitoring of pedagogical practice.

5.0 Submission of Supporting Documentation

5.1 Applicants must provide transcripts of their qualifications. Diploma/Degree/Position-Graduate certificates or recognised comparable qualifications must be accompanied by a transcript in English, showing the grade obtained and the final classification. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be scanned and attached to the application or sent separately to the DQSE by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

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

(b) Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate 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 department/directorate receiving the
applications, indicating clearly the reasons for the delay. Requests for extensions beyond this period are to be submitted for the consideration of the Public Service Commission;

(c) 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 Qualifications and Recognition Information Centre (QRIC) section in the National Commission for Further and Higher Education 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 QRIC. 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 paragraph 5.3(b) above.

5.4 Copies of Performance Management Programme (PMP) reports will be available to the selection board in respect of each candidate being interviewed, who already hold a post/position in the Malta Public Service. In the case of candidates in respect of whom PMP reports are not available, assessment reports from previous employers counter-signed by the officer concerned may be accepted as testimonials.

6.0 Selection Procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.

7.0 Submission of Applications

7.1 Applications, together with an updated Service and Leave Record Form (GP 47) which can be requested via: https://education.gov.mt/en/Documents/Vacancies/GP47.pdf 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 Office, Great Siege Road, Floriana, VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo, by not later than noon (Central European Time) of Monday 20 July 2015. Applications can also be submitted through the online Government Recruitment Portal on http://recruitment.gov.mt by the set closing time and date of this call. 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:

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

may be viewed by accessing the website of the Public Administration HR Office at
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 is 25982264.