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

Filling of Vacant Position of Assistant Director in 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 Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education and Employment notifies that it is intended to fill the following vacant position of Assistant Director:

   Position: Assistant Director in the International Affairs, Strategy and Programme Implementation Directorate

   Directorate: International Affairs, Strategy and Programme Implementation

2. The position of Assistant Director in the Public Service is a Category A position and appointments to this position will be made on the basis of a three-year Performance Agreement, which is subject to a one-year probationary period. The position of Assistant Director is remunerated at the maximum point of salary scale 5, and includes a performance bonus of up to 15%, which entitlement will be subject to the same performance review procedure, criteria and other arrangements applicable to officers who are appointed to a Headship position. The appointee will also be entitled to a communication allowance and expense allowance. The appointee will not be entitled to any other perquisites pertaining to an appointment to a Headship position.

3. Officers who serve creditably as Assistant Director for three years and who are re-appointed, will be entitled to tenure as Officer in Grade 5 upon their re-appointment for the second term in such position even if in a different remit, unless they opt to retain their current substantive grade if they are in a non-General Service career stream. They will retain their Performance Agreement for the duration they continue to serve as Assistant Director.
3.1 If a selected candidate is a public officer pensionable under the Pensions Ordinance (Cap. 93), his/her Treasury Pension/Gratuity shall be calculated on his/her substantive grade and salary scale.

4. Officers appointed Assistant Director on a Performance Agreement may, subject to creditable performance, be re-appointed to the same position or appointed to another Assistant Director position for successive three-year periods. Unless so appointed, they will revert to their substantive grade and be assigned duties commensurate with their grade. Officers who do not hold an indefinite employment, - that is, substantive grade/Officer in Scale status/indefinite position - with the Public Service will have their employment with the Malta Public Service terminated in the eventuality that their Performance Agreement is terminated before attaining the grade as Officer in Grade 5.

5. Applicants are reminded that they may be re-deployed to a different Assistant Director position across the Public Service, or be re-designated, according to the exigencies of the Service, both during the original term of appointment, as well as after re-appointment in terms of paragraph 4 above.

6.1 Applications will be received from public officers in the Malta Public Service who, on the closing date of applications, are:-

(a) Public officers who are confirmed in their current or in a previous appointment, who are in possession of a recognised Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Public Policy, Public Administration, Management, Economics, Mathematics, International Relations, European Affairs or a comparable professional qualification, plus three (3) years relevant work experience of which one (1) year must be in a management position comparable to scale 8 level or higher in the Public Service;

Or

(b) Public officers who are confirmed in their current or in a previous appointment, who are in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Public Policy, Public Administration, Management, Economics, Mathematics, International Relations, European Affairs or a comparable professional qualification, plus five (5) years relevant work experience of which one (1) year must be in a management position comparable to scale 8 level or higher in the Public Service;

Or

(c) Public Officers in scale 7 or higher, whose appointment has been confirmed, with eight (8) years relevant work experience of which one (1) must be in a management position comparable to scale 8 level or higher in the Public Service;

Or
(d) Public Officers in scale 7 or higher with four years consecutive service\(^1\) at scale 7 level or higher\(^2\);

Or

(e) Public Officers whose appointment as Senior Principal has been confirmed;

Or

(f) Public Officers whose appointment in a substantive grade in scale 7 or higher has been confirmed, with two (2) years service in such grade.

6.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. An MQF Level 7 qualification must comprise a minimum of 60 ECTS/ECVET credits with regards to programmes commencing as from October 2008.

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/ECVETS credits, or equivalent, taken as part of a recognized MQF level program of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

6.3. Prospective applicants should note the provisions regarding the requirement to produce recognition statements from MQRIC in respect of their qualifications, or from other designated authorities as applicable, which provisions may be accessed from the website of the People and Standards Division at the address: http://publicservice.gov.mt/en/People/Pages/Home.aspx.

6.4 Applicants are kindly requested to indicate in the curriculum vitae the eligibility clause/s under which they are applying.

6.5 In the particular case of this position, eligibility is extended to public officers / public sector employees who, on the closing date of the call for applications hold a position at a level comparable to salary scale 7 or higher in the Public Service, and who have held one or more such positions for four consecutive years both within the Public Service and / or within Public Sector entities.

6.6 It is the responsibility of public sector employees/public officers, who apply in terms of the provisions of sub-paragraph 6.5, to submit with their application a formal written evaluation by the Comparability Board, set up to evaluate the level of public sector positions vis-à-vis the Public Service, specifying whether or not they currently hold, and have held for four consecutive years, a position or positions comparable to scale 7 or higher in the Public Service. Prospective applicants are to seek the written evaluation of the Comparability Board by submitting their request, in good time before the closing date of the call, to the following address: prc.opm@gov.mt. A copy of the

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\(^1\) Family-friendly measures which are considered ‘service in the grade’ as per section 3.10.2 of the Manual on Resourcing Policies and Procedures will be reckonable for the purpose of the four-year requirement

\(^2\) In all cases, applicants must have attained scale 7 or higher by means of an appointment through the Public Service Commission
Board’s evaluation should be attached to the application and the original presented at the interview.

6.7 In the case of applicants who submit a request to the Comparability Board, but who do not agree with the conclusions of the Board, these may submit a petition to the PSC within five (5) working days from the date when the Chairperson of the Comparability Board communicates the conclusions reached.

6.8 Selected candidates must continue to remain eligible in terms of clause 6 above when their appointment is due.

7. A copy of the position description in respect of this position is attached to this Circular and may be also obtained from the http://education.gov.mt/en/Pages/vacancies.aspx

8. Eligible officers may apply for this position provided they have not already been approved for appointment as Assistant Director. However, if an officer who has been approved for appointment as Assistant Director is, in the meantime, selected to fill another position for which he/she had applied prior to his/her appointment date as Assistant Director, the officer will be given the option to choose which of the two or more positions he/she wishes to take up.

9. Incumbents in the position of Assistant Director may apply for their own or other position:

(a) In the case of applying for their own Assistant Director position, any time the relevant call for applications is published;

(b) In the case of applying for other positions for promotion purposes, after having successfully completed the probationary period as Assistant Director and having been confirmed in the position;

(c) In the case of applying for another Assistant Director position or any other position or post:

(i) Six months prior to the expiry date of the current Performance Agreement, on condition that the incumbent does not take up the new position/post before the expiry of the current Performance Agreement. This unless the incumbent is applying for a post on a notional basis;

(ii) Any time if an Assistant Director vacancy existed in the Ministry where s/he was serving prior to his/her appointment as Assistant Director, but was not advertised. This provision does not apply if the officer has been appointed Assistant Director within the Ministry where s/he was serving in his/her previous grade/position;

(iii) Any time where the officer concerned is an Assistant Director ordinarily resident in Gozo but serving in Malta, and is applying to fill a vacant Assistant Director position in Gozo.

10.1 Assistant Directors are entitled to avail themselves of a period of up to four (4) months unpaid parental leave on the grounds of birth, adoption, fostering or legal custody of a
child to enable them to take care of that child until the child has attained the age of eight years, and the Assistant Directorship need not be terminated. Unpaid parental leave may be availed of in respect of each child. Any period taken as unpaid parental leave will be reckonable as forming part of the creditable years in the position of Assistant Director required for tenure as Officer in Grade 5.

10.2 Officers who utilize any other form of unpaid leave will have their agreement as Assistant Directors terminated. However, the years of service as Assistant Director prior to unpaid leave shall be reckonable for tenure as Officer in Grade 5 should they be selected for another Assistant Director position, subject to the provisions of paragraph 3 above.

11. The selection process, in the form of an interview, will be conducted by a Selection Board appointed in terms of the PSC (Appointments) Regulations.

12. The Selection Board will assess applicants’ suitability and competence for appointment to this senior management position as Assistant Director in the Malta Public Service in terms of the established selection criteria including Intellectual Ability, Leadership Skills, Management Skills and Position Related Requirements. A schedule of assessment criteria and weightings for the selection process has been established to ensure uniformity of approach as well as a fair assessment of candidates. A copy of this schedule is attached to this Circular.

13. The Director (Corporate Services/HR) is to make available to the Selection Board copies of the three performance appraisals immediately prior to application in respect of candidates being interviewed. In the case of candidates in respect of whom performance appraisals are not available, the competent Head of Department will make out a Performance Report on similar lines. Such reports will be counter-signed by the officer concerned. The Selection Board may also consult with the Head of that Department where the vacant position is located prior to finalising its report.

14. The selection board result is valid for a period of one year from the date of issue.

15. If the appointed officer makes a lateral move in accordance with the provisions of paragraph 9 of this Circular, refuses, abandons, retires, is medically boarded out or has his Performance Agreement terminated before the expiry of the validity period of the selection board result, the next-in-line successful candidate may be appointed to fill the position.

16. Representations on issues of ineligibility may be made by candidates to the Executive Secretary, Public Service Commission, Spinola Palace, Level 2, St. Christopher Street, Valletta. Such representations, in writing, are to reach the Commission within five (5) working days from the date on which the candidate is informed by the Selection Board that s/he is not eligible.

17. The results of the interviews will be sent personally to the candidates by the Department/Division/Directorate which is issuing the call for applications. Petitions objecting to the result are to be submitted to the Executive Secretary, Public Service Commission, Spinola Palace, Level 2, St. Christopher Street, Valletta. Petitions are to reach the Commission within ten (10) working days from the date on which the result is sent to the candidates.
18.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Education and Employment through the Online 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 applicant), and an updated Schedule of Service, in pdf format which are to be uploaded through the Portal. The closing date for the receipt of applications is noon (CET) of Monday 2nd July 2018. A computer-generated e-mail will be sent as an acknowledgement of the application. Should you require assistance with the application kindly contact Customer Care on telephone numbers 2598 and ext 2463/2461/2467/2334/2437/2436/2455.

18.2 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.

19. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and uploaded through the Education Recruitment Portal on https://edurecruitment.gov.mt Originals are to be invariably produced for verification at the interview.

Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment