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

POST OF ALLIED HEALTH PRACTITIONER 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.

Nomenclatures denoting the male gender include also the female gender.

1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment invites applications for the post of Allied Health Practitioner in the Ministry for Education and Employment.

1.2 Vacancies exist in the following:

   a. Occupational Therapy
   b. Speech and Language Pathology

2.0 Terms and Conditions

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

2.2 The salary for the post of Allied Health Practitioner is equivalent to Salary Scale 7, which in the year 2019, €24,153.00 per annum, rising by annual increments of €531.17 up to a maximum of €27,340.00.

2.3 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.

3.0 Duties

3.1 The duties of Allied Health Practitioner include:
a. Organise and provide a high standard of Allied Health Service in the assigned area;

b. Liaise effectively with the team members in the management of the assigned service;

c. Develop ideas, programmes and services whilst encouraging other staff to initiate and actively participate in projects;

d. Maintain high professional standards and keep up to date with current practices and policies;

e. performing other related duties as may be deemed appropriate to ensure that National Schools Support Services is in a position to offer the best quality service possible;

f. performing any other duties according to the exigencies of MEDE as directed by the Permanent Secretary MEDE and/or the Director General (Educational Services) and/or the Director (National School Support Services).

g. performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary;

3.2 Further details of the job description of the post may be obtained from the Directorate for National School Support Services which may be contacted by email at nationalschoolsupportservices.mede@gov.mt.

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 Senior Allied Health Professionals with five (5) years satisfactory service in the grade, whose appointment in such grade has been confirmed, AND who are in possession of an appropriate postgraduate Masters degree at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008), or a comparable professional qualification.

4.2 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.

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

4.4 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.

4.5 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 and sent to edurecruitment portal on https://edurecruitment.gov.mt. Under no circumstances should any such documents be submitted after two (2) working days from the 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 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 4.3, have proven relevant work experience.

7.0 Submission of applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education and Employment 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 applicant), and an updated Service and Leave Record Form (GP 47) in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is noon (Central European Time) of Monday 24th June 2019.

A computer generated e-mail will be sent as an acknowledgement of the application. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 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:

- 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 (not applicable in view of paragraph 7.1 above);
- 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/Forms andTemplates.aspx](https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/Forms andTemplates.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