MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF ALLIED HEALTH PROFESSIONAL
(OCCUPATIONAL THERAPIST)
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 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 (MEDE), invites applications for the post of an Allied Health Professional (Occupational Therapist) within the Ministry for Education and Employment.

2.0 Terms and Conditions

2.1 An applicant appointed with a degree at Salary Scale 10 will be subject to a probationary period of twelve (12) months, while an applicant appointed with a diploma at Salary Scale 12 will be subject to a probationary period of six (6) months.

2.2 The salary for the post of an Allied Health Professional (Occupational Therapist with a Diploma at MQF Level 5) is Salary Scale 12, that is, €17,026.00 per annum, rising by annual increments of €354.00 up to a maximum of €19,150.00.

2.3 An Allied Health Professional (Occupational Therapist with a Diploma at MQF Level 5) will progress to Scale 10 (€19,331.00 x €407.67 - €21,777.00) on completion of five (5) years of service in the grade, subject to satisfactory performance.

2.4 Furthermore, an Allied Health Professional (Occupational Therapist with a Diploma at MQF Level 5) will progress to Scale 9 (€20,590.00 x €447.33 - €23,274.00) on completion of ten (10) years of service in the grade of Salary Scale 10, subject to satisfactory performance.

2.5 The salary for the post of an Allied Health Professional (Occupational Therapist with a Degree at MQF Level 6) is Salary Scale 10, that is, €19,331.00 per annum, rising by annual increments of €407.67 up to a maximum of €21,777.00.

2.6 An Allied Health Professional (Occupational Therapist with a Degree at MQF Level 6) will progress to Scale 9 (€20,590.00 x €447.33 - €23,274.00) on completion of two (2) years of service in the grade, subject to satisfactory performance.
2.7 An applicant appointed (with a Degree at MQF Level 6) and who is in possession of a recognised qualification (Master’s) at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008) shall enter at Salary Scale 10 and will progress to Salary Scale 8 (€21,951.00 x €486.83 - €24,872.00) upon completion of two (2) years of service in the grade of an Allied Health Professional with (Degree at MQF Level 6), subject to satisfactory performance.

2.8 Provided that any applicant in possession of a recognised qualification (Master’s) at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008), and who have a minimum aggregate of two (2) years satisfactory performance in the grade of an Allied Health Professional service with the Government, shall be immediately placed in the relevant step of Salary Scale 8 in accordance with the provisions stipulated in the PSMC from time to time. Upon being placed in Salary Scale 8, these Allied Health Professionals will have to undertake the competency programme and evaluation framework in order to progress further in the relevant career path.

2.9 The selected candidate will be entitled to such other benefits/allowances 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 an Allied Health Professional (Occupational Therapist) include:

(a) independently managing children with needs in areas of education, leisure and self-care;

(b) forming part of a Transdisciplinary team in the assessment, intervention and implementation of Assistive Technology and AAC which includes Occupational Therapists and LSAs;

(c) assessing the occupational performance (functional) needs of children and planning and managing child-centred interventions within the school setting, homes and childcare centres, involving families, teachers, learning support assistants and other educators in the therapy process where appropriate;

(d) supporting classroom teachers, special educators, learning support assistants, school personnel and parents in the development of a variety of strategies to implement AAC and AT programmes to meet the individual educational needs of students. This may involve offering advice on changes and adaptations to the physical, sensory, learning and social environments involving the child in the process as appropriate;
(e) maintaining/optimising the child’s functional ability and independence to provide help and advice to children, their families and educators in school, educators in childcare centres and at home by teaching and demonstrating the use of equipment and employing specific, selected and graded activities;

(f) documenting, monitoring and evaluating intervention and providing assessment as well as progress reports on children referred to the service as stipulated by the Departmental Policies and Procedures;

(g) preparing written reports of Occupational Therapy evaluation and intervention as well as detailed reports of Occupational Therapy needs in relation to education that may be used for children’s individual educational plans (IEPs). Reports may be joint reports with other Team Members;

(h) conducting training sessions with educational staff on therapeutic strategies that can help the child succeed better in the classroom and in the community, hence minimising the need for continuous individual support;

(i) providing junior staff, including undergraduate students, the opportunity to gain experience under supervision;

(j) participating in research projects;

(k) engage in Continuing Professional Development in accordance with the Competency Programme and Evaluation Framework;

(l) performing any other duties assigned from time to time as requested by the Director Student Services and his/her delegate.

(m) carrying out other duties as may be determined from time to time by the Permanent Secretary MEDE;

(n) carrying out other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 Further details on duties may be obtained from the National School Support Services on telephone number 212855876.

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 (a), (b) or (c); 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 Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

(ii) able to communicate in the Maltese and English Languages; and

(iii) in possession of a certificate of registration as an Occupational Therapist with the Council for Professions Complementary to Medicine in Malta; and

(iv) in possession of a recognised qualification (Diploma) at MQF level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003), in Occupational Therapy or a comparable professional qualification; or

(v) in possession of a recognised qualification (Degree) 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 Occupational Therapy or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master’s qualification at MQF Level 7, or equivalent, must comprise a minimum of
60 ECTS/ECVET credits with regard 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/ECVET 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.

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 Applicants must be of conduct which is appropriate to the post applied for (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 one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 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 should be uploaded on the edurecruitment portal https://edurecruitment.gov.mt, when you apply. 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.

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 - 4.3, have proven relevant work experience.

7.0 Submission of applications

7.1 Applications, together with a curriculum vitae showing qualifications and experience, 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 Monday, 20th August 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 and ext 2463/2467/2334/2437/2436/2455.

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:

(a) applicable benefits, conditions and rules/regulations;

(b) reasonable accommodation for registered persons with disability;

(c) submission of recognition statements in respect of qualifications;

(d) publication of the result;
(e) medical examination;

(f) the process for the submission of petitions concerning the result;

(g) access to application forms and related details (not applicable in view of paragraph 7.1);

(h) 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. These general provisions are to be regarded as an integral part of this call for applications.

For further details about duties and said call kindly contact National School Support Services on tel: 2598 3494