

Anness A



MINISTERU GHALL-EDUKAZZJONI U X-XOGHOL
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Ministeru	<i>Ministeru għall-Edukazzjoni u x-Xogħol</i>
L-impjeg	<i>Požizzjoni ta' Koordinatur fuq Bażi Part-Time għall-Edukazzjoni għall-Adulti</i>

Dmirijiet u responsabbiltajiet

Il-funzjonijiet generali ta' Koordinatur fuq bażi part-time għall-Edukazzjoni għall-Adulti fi hdan id-Direttorat għar-Riċerka u t-Tagħlim Tul il-Ħajja u l-Impjegabbiltà għandhom jinkludu l-erba' oqsma prinċipali prinċipalment: kwalità fit-tagħlim, gwida u appoġġ lill-partecipanti, sensibilizzazzjoni u promozzjoni ta' korsijiet, u l-logistika, l-operat u amministrazzjoni ta' korsijiet. Id-dmirijiet ewlenin jinkludu:

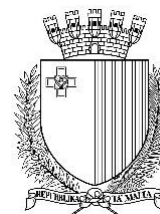
- i. jiffoka fuq il-ġestjoni ta' ċentru speċifiku u/jew jinvolvi fl-għoti ta' pariri professjonali f'qasam partikolari bħal gwida jew imexxi inizjattivi u korsijiet ta' tagħlim tul il-ħajja fi hdan entitajiet komunitarji, industrija jew oqsma oħra;
- ii. jikkoordina programmi ta' tagħlim għall-adulti b'kurrikulu ċċentrat fuq l-istudent u aċċess għal korsijiet ta' tagħlim għall-adulti f'diversi suġġetti;
- iii. jiggwida lill-edukaturi għall-adulti u studenti u jipprovdi appoġġ kif meħtieġ;
- iv. jwettaq monitoraġġ tal-kwalità u standards tat-tagħlim permezz tal-osservazzjonijiet fil-klassi u kontrolli tal-assigurazzjoni tal-kwalità;
- v. jipproċessa returns tas-salarji u jivverifika l-karti tal-attendenza u dokumentazzjoni tal-edukaturi għall-adulti;
- vi. jiffoka fuq titjib fir-rispons tal-partecipanti billi jippromwovi l-korsijiet u ċentri tat-tagħlim tul il-ħajja bħala adult learning hub, u jorganizza attivitajiet bħal jiem ta' tagħlim, seminars u attivitajiet oħra informali;
- vii. jiżgura l-ordni u dixxiplina ukoll jippromovi relazzjonijiet tajbin bejn l-edukaturi u l-istudenti;
- viii. jikkoordina timetables tal-kors;
- ix. jiżgura li r-rekords ta' dawk li qeghdin jitgħallmu jinżammu aġġornati, jiġbor dejta u jaġġorna statistika, b'mod partikolari statistiċi tal-attendenza ta' dawk li qeghdin jitgħallmu;
- x. jimmonitorja l-indafa taċ-ċentru u jikkoordina mal-amministrazzjoni tal-iskola biex jiżgura manutenzjoni xierqa tal-bini tal-iskola, faċilitajiet u tagħmir;
- xi. jikkoordina ma' koordinaturi oħra biex jiżgura li r-rizorsi u r-rekwiżiti organizzattivi huma kkoordinati u allinjati;
- xii. jikkoordina mad-Direttorat għar-Riċerka u t-Tagħlim Tul il-Ħajja u l-Impjegabbiltà (DRLE) biex jiżgura li jkun impjegati edukaturi għall-adulti adatti;
- xiii. jassisti fl-organizzazzjoni tal-korsijiet tal-iżvilupp professjonali tal-edukaturi għall-adulti;
- xiv. jagħti għajjnuna fil-proċessi ta' reklutaġġ ta' min qiegħed jitgħallmu inkluz li joffri gwida lill-applikanti prospettivi u jikkuntattja lill-applikanti kif meħtieġ;
- xv. jippartecipa f'forums u networks rilevanti għall-komunità u l-edukazzjoni għall-adulti;
- xvi. jaħdem mill-qrib mal-istaff tad-DRLE u koordinaturi oħra;
- xvii. jattendi laqgħat għall-istaff, taħriġ għat-tim u programmi tal-iżvilupp kontinwu għall-edukazzjoni tal-adulti;
- xviii. jassisti lis-senior manigment tad-DRLE fil-prijoritizzazzjoni u implimentazzjoni tax-xogħlijiet meħtieġa;
- xix. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xx. kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku kif ordnat mis-Segretarju Permanenti Ewlieni.

Il-Koordinaturi fuq bażi Part-Time għall-Edukazzjoni għall-Adulti jistgħu jigu assenjati jew ibbażati fuq iċ-ċentru jew ibbażati fuq iż-żona skont l-esigenzi tas-Servizz Pubbliku u tal-MEDE b'mod partikulari.

Aktar dettalji jistgħu jinkisbu mis-sit: <https://lifelonglearning.gov.mt/> jew bit-telefon: 2598 2397 jew tikkuntatja lid-DRLE fuq l-e-mail: lifelonglearning@gov.mt .

Annex A

Ministry	<i>Ministry for Education and Employment</i>
Job title	<i>Position of Part-Time Adult Education Coordinator</i>



MINISTRY FOR EDUCATION AND EMPLOYMENT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The overall functions of a part-time Adult Education Coordinator within the Directorate for Research and Lifelong Learning and Employability shall include the four main areas mainly: quality in teaching and learning, guidance and support of participants, outreach and promotion of courses, logistics, operations and administration of courses. The main duties include:

- i. focuses on managing a specific centre and/or involves in providing expertise in a particular area such as guidance or manages lifelong learning initiatives and courses within community entities, industry or other areas;
- ii. coordinates adult learning programmes with a learner-centred curriculum and access to adult learning courses in various subjects;
- iii. guides adult educators and learners and provides support as required;
- iv. monitors the quality and standards of teaching and learning through class observations and quality assurance checks;
- v. processes salary returns and verifies attendance sheets and documentation of adult educators;
- vi. focuses on improving take-up of participants by promotion of lifelong learning courses and centres as an adult learning hub, and organises outreach activities such as learning days, seminars and other informal activities;
- vii. ensures order and discipline also promotes healthy relationships between educators and learners;
- viii. coordinates course timetables;
- ix. ensures learners records are kept up to date, compiles data and updates statistics, in particular statistics related to learners attendance;
- x. monitors the centre's cleanliness and liaises with school administration to ensure proper servicing of the school building, facilities and equipment;
- xi. liaises with other coordinators to ensures that resources and organisational requirements are coordinated and aligned;
- xii. liaises with Directorate for Research and Lifelong Learning and Employability (DRLE) to ensures that the appropriate adult educators are engaged;
- xiii. assists with the organisation of professional development courses for adult educators;
- xiv. assists with the learner recruitment processes including offers guidance to prospective applicants and contacts applicants as required;
- xv. participates at forums and networks relevant to community and adult education;
- xvi. works closely with the DRLE's staff members and other coordinators;
- xvii. attends staff meetings, team training and adult education continuous development programmes;
- xviii. assists DRLE's senior management in prioritising and implementing the tasks required;
- xix. undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xx. any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

Part-time Adult Education Coordinators can be deployed either centre based or area based according to the exigencies of the Public Service and MEDE in particular.

Further details may be obtained from the website: <https://lifelonglearning.gov.mt/> or by phone: 2598 2397 or contact DRLE by e-mail: lifelonglearning@gov.mt