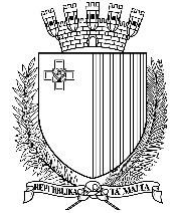


# Anness A



<b>Ministeru</b>	<i>Ministeru għall-Edukazzjoni u x-Xogħol</i>
<b>L-impjeg</b>	<i>Pożizzjoni ta' Edukatur għall-Adulti fuq Bazi Part-Time</i>

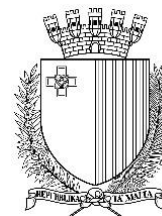
MINISTERU GĦALL-EDUKAZZJONI U X-XOGĦOL  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

## Dmirijiet u responsabbiltajiet

- i. jgħallem is-suġġett/i assenjat/i skont il-livell li jrid jintlaħaq kif ippublikat fil-Prospett maħruġ mid-Direttorat;
- ii. jiffamiljarizza nnifsu mal-filosofija tad-Direttorat u jagħti sehem fil-kunċett ta' żvilupp fir-rigward ta' provvista ta' servizz u opportunitajiet oħra ta' taġġim tul il-ħajja;
- iii. jassisti fl-implimentazzjoni tal-programm/i u fir-reviżjoni tal-istess programm/i permezz ta' statistika, rekord tax-xogħol, u informazzjoni oħra meħtieġa relatata ma ħidma maħtura;
- iv. jipparteċipa b'mod attiv f'taħriġ kontinwu u ppjanar organizzat mill-Iskola/Ċentru fi ħdan id-Direttorat;
- v. jikkontribwixxi għall-iżvilupp tal-korsijiet billi jaħdem qrib l-Uffiċjal Edukattiv u l-Koordinatur għall-Edukazzjoni għall-Adulti fl-iżvilupp tar-riżultati ta' taġġim tal-kors, tar-riżorsi u tal-ġhodda ta' assessjar;
- vi. jaħdem mill-qrib tal-Uffiċjal Edukattiv u l-Koordinatur għall-Edukazzjoni għall-Adulti sabiex jiżviluppaw u jimplementaw mezzi effettivi li jimmotivaw u jgħinu lill-adulti biex ikomplu jitgħallmu tul il-ħajjithom;
- vii. jassisti lill-Uffiċjal Edukattiv u l-Koordinatur għall-Edukazzjoni għall-Adulti fi programm ta' riċerka, implimentazzjoni u evalwazzjoni;
- viii. josserva prattici tax-xogħol stabbiliti filwaqt li jikkontribwixxi fl-iżvilupp kontinwu taġġim;
- ix. jieħu sehem attiv fil-proċess ta' assessjar kontinwu għall-adulti li qegħdin jitgħallmu u jzomm rekord tax-xogħol professjonali li jkun qed isir;
- x. jaħdem mill-qrib t'edukaturi oħra għall-adulti involuti fit-taġġim ta' korsijiet simili sabiex jinstabu mezzi effettivi biex:
  - x.i. jimmobilizza l-punti pożittivi, l-potenzjal, u l-kompetenza tal-adulti li qed jitgħallmu;
  - x.ii. jippermetti li l-adulti li qed jitgħallmu jidentifikaw u jissodisfaw htigijiet ta' taġġim taġġim;
  - x.iii. jiżgura standardizzazzjoni u assigurazzjoni ta' kwalita' fit-taġġim;
- xi. jgħin lill-adulti li qed jitgħallmu fil-proċess tal-vjaġġ taġġim ta' taġġim tul il-ħajja sabiex jibbenifikaw sew huma bħala individwi u b'mod kollettiv bħala ċittadini;
- xii. jieħu ħsieb li taġġim disponibbli fl-iskola/ċentru jinżamm fi stat tajjeb;
- xiii. dmirijiet oħra li jistgħu jiġu assenjati mis-Segretarju Permanenti (MEDE) u/jew mir-rappreżentant tiegħu/tagħha;
- xiv. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku kif ordnat mis-Segretarju Permanenti Ewlieni.

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](mailto:lifelonglearning@gov.mt) .

# Annex A



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

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

## Duties and responsibilities

- i. teaches subject/s assigned based on the learning outcomes as published in the Prospectus of the Directorate;
- ii. familiarises oneself with the philosophy of the Directorate and assists in its conceptual development with regards to service provision and other Lifelong Learning opportunities;
- iii. assists in programme implementation and reviews by provide necessary statistics, record of work and other information requested related to appointed tasks;
- iv. actively participates in on-going training and planning opportunities organised by the School/Centre within the Directorate;
- v. contributes to the development of courses by working closely with the Education Officer and Adult Education Coordinator in developing the learning outcomes of the course, resources and assessment tools;
- vi. works closely with the Education Officer and Adult Education Coordinator in developing and implementing effective approaches to motivate and support adults to become lifelong learners;
- vii. assists Education Officer and Adult Education Coordinator in programme research, implementation and review;
- viii. adheres to established working procedures while contributes to on-going development of such;
- ix. takes an active part in the continuous assessment of adult learners and records outcomes of such professional intervention;
- x. works closely with other adult educators involved in delivery of similar courses in order to identify effective modalities for:
  - x.i. mobilises the strengths, potential and expertise of adult learners;
  - x.ii. enables adult learners to identify and meet their learning needs;
  - x.iii. ensures standardisation and quality assurance of learning;
- xi. engages adult learners in a process leading to an enhanced lifelong learning journey that benefits both themselves as individuals and collectively as citizens;
- xii. cares for equipment available in the school/centre is maintained in good condition;
- xiii. performs any other duties assigned by the Permanent Secretary (MEDE) and/or his representative;
- xiv. undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xv. any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

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](mailto:lifelonglearning@gov.mt)