

**POSITION OF PART TIME ADULT EDUCATION COORDINATOR
WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT**

ASSESSMENT CRITERIA WITH SUB-CRITERIA

Related Knowledge	25
Knowledge of management and administration	8
Knowledge of the duties of an Adult Educators	5
Methodology of teaching the subject to adults	5
Knowledge about assessment methodologies in an adult education context	5
Familiarisation with the services offered by DRLE	2
Skills and Abilities required	25
Classroom Management/Problem solving and planning skills	6
Time Management/ Organisational skills	6
Ability to communicate effectively with learners	4
Ability to communicate in Maltese	3
Ability to communicate in English	3
Good use of ICT to create and use innovative learning technologies	3
Related Experience	20
Experience and initiatives in adult education (2 marks per year up to a max of 5 years)	10
Experience in management (2 marks per year up to a max of 5 years)	10
Additional Qualifications*	20
Related qualification at MQF Level 7	20
Related qualification at MQF Level 6	18
Related qualification at MQF Level 5	16
Related qualification at MQF Level4	14
Personal Attributes	10
Self-awareness in relation to strengths and weaknesses	5
Suitability to lead and encourage adults to learn	5
Maximum	100
Minimum	50

***You are reminded that marks for additional qualifications are to be awarded only for the highest qualification held by candidates in the same area/field.**