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 Educations
Regulations 2016) in its recruitment process.

1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of
Assistant Head of School (Primary) within the Ministry for Education and Employment to serve in Malta.

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 Assistant Head of School is Salary Scale 6, which in the year 2020 is equivalent
to, €26,543 per annum, rising by annual increments of €596.33 up to a maximum of €30,121.

2.3 An Assistant Head of School shall benefit from the educator’s class allowance, which in 2020 is €2,784 per
annum and a Work Resources Fund, which in 2020 is €616 per annum. These allowances are subject to yearly
increments as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers
(MUT) on 21st December 2017.

Duties

3. The job duties for the post of Assistant Head of School (Primary) may be viewed in Annex A attached to this
Circular.

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:

(i) are in possession of a Permanent Teachers Warrant; AND

(ii) must be confirmed in a current appointment, and who are public officers covered by the agreement between the Government of Malta and the Malta Union of Teachers (MUT) dated 21st December 2017; AND

(iii) have not less than ten (10) scholastic years teaching experience, five (5) years of which must be in state school. Years of experience as Head of Department - Prefect of Discipline shall be deemed reckonable as part of the required years of teaching experience for the purposes of eligibility as outlined in this clause.

As provided by clause 34(2) of the Sectoral Agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August 2010, Instructors who have been re-designated as Teachers (Personal Basis) and who satisfy the eligibility criteria outlined in paragraph 4.1 (i), (ii) and (iii) above, shall be likewise eligible. It is being clarified that years of teaching experience in the grade of Instructor shall be reckonable as teaching experience in terms of paragraph 4.1 (iii) above.

This current scholastic year (2019-2020) is reckonable as part of the required applicant’s years of experience. Chosen applicants performing classroom duties may not be released until the beginning of the new scholastic year, which starts on 1st September 2020 according to the exigencies of MEDE.

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 Furthermore, as per the education sectoral agreement signed by the Government and the Malta Union of Teachers (MUT) on 21st December 2017, the eligibility criteria mentioned in paragraphs 4.1 (i) to (iii) above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.

4.5 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.

4.6 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).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the edurecruitment portal https://edurecruitment.gov.mt.
5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

**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 **500** and the pass mark is **300**.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.3, are in possession of a qualification in MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008) in Educational Leadership/Management, SEBD, Inclusion, Mentoring, Curriculum or Counselling or a comparable professional qualification, as well have proven relevant work experience.

**Submission of Applications**

7.1 Applications are to be submitted, through the Online Education Recruitment Portal ONLY at the following address [http://edurecruitment.gov.mt](http://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 (GP47), which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is end of business of Monday, 15th June 2020.

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 Edu Servizz.gov on telephone number 153.

7.2 Applications which are received after closing date and time (i.e. late applications) are not accepted.

7.3 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

7.4 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.

7.5 Further details concerning the submission of applications are contained in the general provisions referred to below.

**Other General Provisions**

8. 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;
- 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/FormsandTemplates.aspx](https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx)

These general provisions are to be regarded as an integral part of this call for application.