MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF ASSISTANT MANAGER (PROJECT MANAGEMENT) 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 Assistant Manager (Project Management) within the Ministry for Education and Employment.

2.0 Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 The result will be valid for a period of two (2) years from the date of publication.

2.3 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in accordance with their area of specialization, subject to availability of vacancies and the exigencies of the Management.

2.4 The salary for the post of Assistant Manager (Project Management) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) (a) is Salary Scale 12, which in the year 2019 is €17,576.00 per annum, rising by annual increments of €354.00 up to a maximum of €19,700.00.

2.5 Persons entering the grade of Assistant Manager (Project Management) under the provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, which in the year 2019 is €18,743.00 per annum, rising by annual increments of €375.17 up to a maximum of €20,994.00.

2.6 An Assistant Manager (Project Management) in Salary Scale 12 will progress to Scale 11, which in the year 2019 is (€18,743.00 x €375.17 - €20,994.00) on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.7 An Assistant Manager (Project Management) in Salary Scale 11 will progress to Scale 10, which in the year 2019 is (€19,958.00 x €407.67 - €22,404.00) on completion of
three (3) years service in the grade, subject to satisfactory performance as Assistant Manager in Salary Scale 11.

3.0 Duties

3.1 The duties of Assistant Manager (Project Management) include:

1. under the direction of the Manager, and specific Project Leader, monitor and summarise progress on the assigned tasks;

2. assisting the Manager and specific Project Leader in the effective implementation of the projects and programmes in accordance with the applicable EU and National Rules;

3. undertaking any necessary training for the successful implementation of the assigned projects;

4. assisting with administrative tasks in the drafting of application forms for the tapping of EU Funds;

5. assisting in the preparation of progress reports and any other projects-related reports as required;

6. preparing drafts and briefs according to the need including project briefs, Briefing Notes for EYCS and EPSCO Councils, and Instruction Notes for Working Parties;

7. under the direction of the Manager and specific Project Administrator organise and participate in meetings in Malta and abroad and take minutes when necessary;

8. liaising with the relevant stakeholders;

9. liaising with the relevant Procurement Sections and assist the Manager and Project Leader with the compilation of request for quotations, tender documents and assisting in the selection process, together with any other related duties;

10. optimal upkeep of Project Files in line with the requirements stipulated by the Managing Authority;

11. carry out physical on-the-spot checks and documentary checks as necessary;

12. conduct desk-based checks on EU payments and process such payments through the Management Information System;

13. giving support to the Project Leaders / Administrators with respect to the use of the Management Information System;
14. carrying out periodical tracer studies amongst beneficiaries and regularly update the Project Leader and the Director International Affairs and Programme Implementation of the outcomes of such studies;

15. copying, typing, filing, operating office machinery and computer workstations;

16. carrying out any other administrative work in relation to the specified project/s, liaising with all the stakeholders involved as directed by the Manager;

17. follows up on a daily basis items falling under Education, Employment, Youth and Sport;

18. assists in the compilation of briefs for Minister, Parliamentary Secretary and Permanent Secretary when attending conferences and meetings abroad;

19. analyses documentation originating from international institutions related to the Ministry’s portfolio and liaises with different Directorates and Entities on EU and International Affairs;

20. follows up on bi-lateral/multi-lateral agreements;

21. conducts comprehensive inter-sectoral consultation exercises to construct consolidated and relevant positions for MEDE;

22. provides input to other Ministries’ request and any other ad hoc requests that are received regularly by this Directorate;

23. carrying out other duties as may be determined by the Director International Affairs and Programme Implementation or by the Permanent Secretary of the Ministry for Education and Employment;

24. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

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 licence 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;

(iii) (a) in possession of a recognized Diploma (MQF Level 4) in Project Management or Management Studies or European Studies or Business Administration or Accountancy or Creativity and Innovation or Quality Assurance Management or a comparable qualification; OR

(b) in possession of a recognized qualification 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 Project Management or Management Studies or European Studies or Business Administration or Accountancy or Creativity and Innovation or Quality Assurance Management or a comparable 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.

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
higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by closing time and date of the call of applications.

4.3 Furthermore, candidates who have not yet formally obtained or have been approved for the qualification specified in paragraph 4.1(iii) or as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would obtain or be approved for such qualification by the 31st October 2019. If selected, such candidates must produce the qualification indicated before appointment. If the deadline is not met, the selected candidate will be disqualified from the result.

4.4 Lateral applications by public officers who already hold an appointment in the same grade/position being advertised are allowed only if the area of specialization of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

4.5 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).

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 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 must be uploaded on the edurecruitment portal https://edurecruitment.gov.mt, when you apply. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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 - 4.5, have proven relevant work experience.

7.0 Submission of applications

7.1 Applications, together with Curriculum Vitae showing qualifications and experience, and an updated Service and Leave Record Form (GP 47) / Certificate of Conduct as applicable, 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 19th August 2019.

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 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:

- 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;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details (not applicable in view of paragraph 7.1);
- 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.

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