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 (Transport and Logistics) 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 (Transport and Logistics) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) 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 (Transport and Logistics) under the provision of paragraph 4.1 (iv) 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 (Transport and Logistics) 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 (iv).

2.7 An Assistant Manager (Transport and Logistics) 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 (Transport and Logistics) include:

1. implementing the Transport Policy approved by the Ministry for Education;

2. planning, managing and coordinating the day-to-day running of the School Transport Section and/or MEDE Transport Section, by dealing with correspondence, enquires relating to transport, hearing complaints and communicating decisions and any other administrative processes needed;

3. assisting and implementing the proposed improvements to the existing School Transport and MEDE Transport Section system;

4. logging cases that do not fall within the approved policy and procedures of the School Transport and MEDE Transport Section system, and flagging them to the appropriate Line Manager and assisting in the implementation of the recommended appropriate action;

5. carrying out the accounting and procurement work needed for this section;

6. requesting and recording transport needs from officers serving within the Ministry and Directorates, and compiling a transport register;

7. liaising with all officers concerned to coordinate the maintenance and repair of government-owned vehicles;

8. assisting in the leasing process and purchasing of vehicles in accordance with Transport Regulations;

9. collating, compiling and preparing school transport routes which form part of the route register according to the demands made by state colleges, non-state schools and education sections/units and facilities;

10. communicating details of transport routes to respective providers, state and non-state schools and other entities which are benefiting from the School Transport and/or MEDE Transport Section services;

11. logging and compiling complaints to communicate them to the line manager for action and following them to ensure that issues are resolved according to the School Transport and/or MEDE Transport Section policy and transport agreements;
12. ensuring on time delivery of high-quality output, effective working methods and good communication;

13. assisting your line manager and the Senior Management in the implementation of recommendations;

14. following up changes in schedule as requested by state colleges non-state schools, and education facilities and forwarding to operators for necessary action and keeping record of notifications;

15. collating information of incidents and applying penalties with established agreements;

16. performing onsite visits in relation to queries that affect the traffic management of existing School Transport and/or MEDE Transport Section routes;

17. issuing of quotes and payments as per transport agreements as directed by the line manager;

18. participating in (information and training) sessions to enhance skills;

19. preparing and updating information on existing School Transport and/or MEDE Transport Section databases and running of MEDE’s GIS tracking system;

20. taking necessary action in case of car accidents in accordance with PSMC regulations;

21. monitoring and ensuring the proper filling of transport log books in terms of PSMC regulations;

22. updating of records on the Fleet Management System;

23. verifying the monthly reports and preparing the statement of reports for payment purposes;

24. liaising with the Accounts department of MEDE about matters related to transport operations;

25. working on own initiative and as well as within a team;

26. any other task that may be required by the Education Departments/Directorates from time to time related to School Transport and/or MEDE Transport Section operations;
27. 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) in possession of a recognized Diploma (MQF Level 4) in Transport & Logistics, Customer Care, Logistics, Public Administration, Public Management, Business, Event Management, Tourism, Project Management,
Management Studies, Business Administration, Creativity and Innovation, Quality Assurance Management, Statistics, Geographical Information Systems (GIS), Social Policy, Geography or Marketing or a comparable qualification;

OR

(iv) 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 Transport & Logistics, Customer Care, Logistics, Public Administration, Public Management, Business, Event Management, Tourism, Project Management, Management Studies, Business Administration, Creativity and Innovation, Quality Assurance Management, Statistics, Geographical Information Systems (GIS), Social Policy, Geography or Marketing or a comparable professional 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/ECVET 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.

Furthermore, candidates who have not yet formally obtained the requisites specified in paragraphs 4.1 will still be considered provided that they submit evidence that they would qualify for such requisites by the 31st October 2019. If selected, such candidates must produce the requisites indicated in paragraph 4.1 before appointment. If the deadline is not met the employment will be terminated.

Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation 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.

4.3 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).
4.4 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.

4.5 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 - 4.3, 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 24th June 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


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