

The role of an Education Officer

(Early School Leavers)

The qualities being sought for the post of Education Officer (Early School Leavers) are those of an educator with the required vision, knowledge, competences and drive to form part of a dynamic team committed to improving the Maltese educational system within the context of the Education Act (Cap. 327), the *National Curriculum Framework (2012)*, the *Framework for the Education Strategy for Malta 2014-2024 (2014)* and converging policies.

An Education Officer (Early School Leavers) shall endeavour to ensure the fulfilment of the mission of the Directorate for Educational Services (DES) as defined in the Education Act, (Cap 327, Part II, Article 10) and in particular the functions of the Education Resources Department (ERD).

The duties and responsibilities of the selected candidate shall be generally those assigned by the Director for Lifelong Learning and Early School Leavers and includes:

- ensuring that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MEDE are adhered to;
- assisting in the preparation of budgets and business planning;
- collecting and maintaining relevant data and statistics related to phenomenon of Early School Leaving;
- gathering, analysing, researching and evaluating data related to the phenomenon of Early School Leaving and using it to plan and manage services, projects and systems aimed at improving the effectiveness, relevance and meaningfulness of school and of learning experiences of students aged 0 to 24;
- organising consultation, dissemination and networking activities;
- participating in ESL related, policy-making activities both in Malta and abroad;
- participating in other projects and initiatives as directed by the Director (DLL&ESL);
- deputising for the Assistant Director as instructed;
- performing any other duty compatible with the post of Education Officer within MEDE;
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary and, or the Permanent Secretary and, or the Director General (Educational Services).