

**MINISTRY FOR EDUCATION AND EMPLOYMENT**

**POST OF EDUCATION SUPPORT PRACTITIONER (CAREER ADVISOR)  
WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT**

**(as per Ministry's HR plan for the year 2016)**

**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 importing 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 Education Support Practitioner (Career Advisor) within the Ministry for Education and Employment.

**2.0 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 Education Support Practitioner (Career Advisor) is Salary Scale 10 currently, €18,127.98 per annum, rising by annual increments of €407.67 up to a maximum of €20,574.00.

2.3 An Education Support Practitioner (Career Advisor) will progress to Salary Scale 9 (€19,320.02 x €447.33 - €22,004.00 on completion of five (5) years satisfactory service in the grade.

2.4 Furthermore, an Education Support Practitioner (Career Advisor) will proceed to a Senior Education Support Practitioner (Career Advisor) (Scale 8) (€20,619.02 x €486.83 - €23,540.00) on the attainment of a recognised appropriate qualification at MQF Level 7 in Career Guidance and a minimum of five (5) years experience in the grade, subject to satisfactory performance.

**3.0 Duties**

3.1 The duties of an Education Support Practitioner (Career Advisor) shall include the following:

- helping students make appropriate career decisions by providing information and advice on available education, training and employment opportunities;

- facilitating the opportunity for students to develop career plans based on their skills, interests, values and abilities;
- helping students with résumés, job and course applications, interview skills, and other career path finding strategies;
- keeping up to date with labour market information, legislation, professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies;
- organizing and participating in careers education programmes, suggesting speakers and contributing to the delivery of sessions;
- working in close collaboration with the Principal Education Support Practitioner (Career Advisor) and Senior Education Support Practitioner (Career Advisor), guidance teachers and PSCD teachers;
- working in close collaboration with the College Education Psycho-Social team, school management teams, the Student Services Department and other professionals employed with other government entities and also with non-governmental agencies, thereby ensuring maximum utilisation of resources for the benefit of the students;
- ensuring that records and logging systems are well kept regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;
- being accountable to the Principal Education Support Practitioner (Career Advisor), the Education Psycho-Social Service Manager of Student Services and the Director Student Services;
- performing any other duties as according to the exigencies of the Public Service as directed by the Permanent Secretary, MEDE;
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 Further details of the job description for the post of Education Support Practitioner (Career Advisor) may be obtained from the website: <https://education.gov.mt/en/Pages/vacancies.aspx>.

3.3 An Education Support Practitioner (Career Advisor) can be deployed to perform duties in State Colleges, Primary and/or Secondary Schools, Resource Centres, Learning Support Centres and any other educational institution.

#### **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 Citizenship and Expatriates Department 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 license in so far as this is required by the Immigration Act and subsidiary legislation. The Government Agency Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in both the English and Maltese languages;
- (iii) in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVETS, or equivalent, with regard to programmes commencing as from October 2003) in Education or Social Policy or Youth Work or Psychology or other related field;

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 by the closing time and date of the call for applications.

- 4.3 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.

- 4.4 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).
- 4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 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).

## **5.0 Submission of supporting documentation**

- 5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.
- 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 200 and the pass mark is 100. The Assessment Criteria can be accessed on: <http://education.gov.mt/en/Pages/vacancies.aspx>
- 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.

6.3 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

## **7.0 Submission of applications**

7.1 Applications, together with an updated Service and Leave Record Form (GP 47) in the case of Public Officers, and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **noon (Central European Time) of Tuesday 27<sup>th</sup> December 2016**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

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 MEDE employees only, excluding entities are to apply for GP 47 by sending an e-mail to [records.mede@gov.mt](mailto:records.mede@gov.mt), indicating clearly the applicant's full name & surname, ID number, Grade, telephone number & residential address together with the reference of the said call applied for. A copy will be sent to the applicant and the original will be sent to the selection board.

7.4 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 and Standards Division at the address

<https://opm.gov.mt/en/PSD/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> . These general provisions are to be regarded as an integral part of this call for applications.