

Ministry for Education and Sport  
Education Building  
Great Siege Road  
Floriana VLT 2000

Date: 04th February 2022

Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

**Expression of Interest from amongst Public Officers and Public Sector Employees to carry out duties after normal working hours as: Part-Time Expert (Eurydice) in the Directorate for Research, Lifelong Learning and Employability, within the Ministry for Education and Sport**

1. In line with the concept of job mobility, which enhances the learning experience of the individual whilst addressing the exigencies of the Public Service, the Permanent Secretary within the Ministry for Education and Sport (MEDS) is seeking to identify suitable Public Officers and Public Sector employees to perform duties as cited above, for a period of twenty (20) months, which may be renewed for further periods.
2. Part-time experts' role will primarily relate to research, collecting, cleaning, checking and interpreting qualitative & quantitative data and the writing the research reports, whereby the content and format of the report must be in accordance with Eurydice requirements and guidance documents. Such work can normally be done from home after office hours or during vacation leave absence.
3. Selected candidates shall, for the period during which they are assigned such duties, be accountable to the Head of Department where they are assigned.
4. The period of assignment shall be reckonable as 'service in the grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for Treasury pension purposes. The performance of such duties will also be acknowledged in the Service and Leave Record Form (GP47).

**Terms and Conditions**

- 5.1. The Eurydice Project is 75% co-funded by the European Commission under the ERASMUS+ Programme. Selected candidates (part-time experts) will be paid at the rate of €16.25 per hour up to a maximum of €10,000 per year for every chosen candidate.
- 5.2. For payment purposes, selected candidates are to send monthly timesheets together with a signed detailed record of work performed for hours worked. Only quality work presented will be endorsed by top management. Payment will be issued subject to quality and satisfactory performance in the work provided and endorsement of top management.
- 5.3. Payment is issued in arrears upon approval of the report/data collection exercise by the Eurydice Network (EACEA). However, if the activity concerned is not executed or if the quality of execution is inadequate, the selected applicant will either not be paid or will be paid a deducted amount as established by the Eurydice Network (EACEA).

**Duties**

6. Eligible Officers are thus invited to submit their expression of interest in being assigned duties related to the above-captioned designation. The duties and scope of Eurydice are outlined at Annexes 'A' and 'B'. Officers engaged with Public Sector Organisations, who satisfy the necessary eligibility requisites, may also apply.

### **Eligibility Requirements**

7. By the closing time and date of this expression of interest, applicants must be public officers or public sector employees who are:

- i. able to communicate in Maltese and English languages; and
- ii. in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVETS or equivalent\*) in Social Science or Education or a comparable area.

\*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

8. Eligible applicants will be requested to attend for an interview to assess their suitability for those duties in which they expressed an interest. Candidates will be chosen according to both the outcome of such assessment and Public Service exigencies.

9. Selected candidates will be expected to attend training and briefing sessions. These may take place during office hours and for this purpose, selected applicants will be expected to make their own arrangements to be released from their place of work. No additional remuneration is applicable for attendance of their sessions.

10. Any qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the Officer's submission. Scanned copies sent electronically are acceptable.

10.1. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

11. With the exception of those qualifications referred to in paragraphs 11.2 and 11.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE), which is to be obtained by submitting an online "Application for the Recognition of Qualifications" at (<https://services.ncfhe.gov.mt/CertificationApplication.aspx>). Such statement should be attached to the expression of interest and the original presented at the interview.

11.1. Prior to requesting recognition statements as per paragraph 11.1 above in respect of their qualifications, candidates should first consult the "List of Accredited Courses Offered by Licensed Institutions" of the NCFHE which may be accessed on (<http://ncfhe.gov.mt/en/register/Pages/register.aspx>). Applicants are exempt from submitting a recognition statement as mentioned in paragraph 11.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.

11.2. No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the NCFHE, which on the certificates states: 'The National Commission for Further and Higher Education deems this certificate to be MQF 7'.

11.3. In the case of qualifications not covered by 11.2 and 11.3, applicants are to submit the recognition statement as described in paragraph 11.1. Applicants who are not in possession of such a statement may still submit an expression of interest, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available, and, in any case, by not later than four (4) months for the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MQRIC equivalence of their qualification/s. Should the equivalence report be in the negative or not presented within four (4) months from the closing date of the call for applications, such applicants will be disqualified from the selection process. Moreover, subject to availability of vacancies, the undertaking of the assignment cannot be signed before the positive equivalence report is received from MQRIC.

12. The result of the selection process will be published by the Directorate for Research, Lifelong Learning & Employability (DRLLE) and exhibited on the noticeboard of the Ministry for Education and Sport, Education

Building, Great Siege Road, Floriana, VLT 2000.

12.1. Petitions objecting to the result of the selection process should reach the DRLLE within ten (10) working days from the date of publication of the result.

### **Submission of Applications**

13. Applications are to be submitted, for the attention of the DRLLE through the Online Education Recruitment Portal only on (<https://edurecruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). In the case of Public Officers, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application. Whilst in the case of Public Sector employees performing duties in the Public Service and RSSL employees, applicants must request a record of any period of work on reduced hours or on a part-time basis, unpaid leave including unpaid sick leave and/or any periods of absence from duties, and any records of any disciplinary action that may have been taken (in the absence of which it will be understood that no disciplinary action was ever taken). In the case of Public Sector employees performing duties in the Public Service, the HR Unit of the ministry /department issuing the call for application will request confirmation from the Director responsible for People Management of the Ministry (where applicants are performing duties) that they are officially performing duties in such Ministry.

The closing date of the receipt of applications is **17:15 hrs (Central European Time) of Tuesday, 22nd February, 2022**. A computer-generated e-mail will be sent as an acknowledgement of the application.

14. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

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

16. 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 latter, to submit any incorrect or incomplete or missing documents.

17. Selected officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.

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Mr Matthew Vella  
Permanent Secretary  
Ministry for Education and Sport



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