

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

Date: 23rd October 2020

To: Permanent Secretary,
Directors General, Directors,
Heads of College Network, Heads of School (State Only),
Learning Support Centre Coordinators,
Heads of Section/Units

POST OF HEAD OF DEPARTMENT (INCLUSION) IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

Nomenclatures denoting the male gender include also the female gender.

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 Educations Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the post of Head of Department (Inclusion) within the Ministry for Education and Employment.

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 Head of Department (Inclusion) is Salary Scale 6, which in the year 2020 is equivalent to, €26,543 per annum, rising by annual increments of €596.33 up to a maximum of €30,121.

2.3. A Head of Department shall benefit from the educator's class allowance, which in 2020 is €2,784 per annum and a Work Resources Fund, which in 2020 is €616 per annum. These allowances are subject to yearly increments as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) on 21st December 2017.

2.4. 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.

Duties

3. The job duties for the post of Head of Department (Inclusion) may be viewed in Annex A attached to this Circular.

Eligibility Requirements

4.1. By the closing time and date of this call for applications, applicants must be Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector Organizations who:

(i) are confirmed in their current grade of Teacher and in possession of a Permanent Teachers Warrant; AND

(a) in possession of a recognised qualification (Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent *) in Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent *) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; AND

(b) have not less than ten (10) scholastic years teaching experience in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta, of which at least five (5) years would preferably be in a state school;

OR

(ii) are confirmed in their current grade of Learning Support Educator III; AND

(a) in possession of a recognised qualification (Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent *) in Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent *) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; AND

(b) have not less than thirteen (13) scholastic years performing Learning Support Educator duties in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta;

OR

(iii) are confirmed in their current grade of Learning Support Educator II; AND

(a) in possession of a recognised qualification (Diploma) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent) in Facilitating Inclusive Education or a comparable professional qualification in the field of education for students with a disability; AND

(b) in possession of a recognised qualification (Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent *) in Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent *) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; AND

(c) have not less than fifteen (15) scholastic years performing Learning Support Educator duties in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta.

* In the absence of documentary evidence as to the ECTS/ECVET credits or other system measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

As provided by clause 34(2) of the Sectoral Agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August 2010, Instructors who have been re-designated as Teachers (Personal Basis) and who satisfy the eligibility criteria outlined in paragraph 4.1 (i), (ii) and (iii) above, shall be likewise eligible. It is being clarified that years of teaching experience in the grade of Instructor shall be reckonable as teaching experience in terms of paragraph 4.1 (i) (b), 4.1 (ii) (b) and 4.1 (iii) (c) above.

4.2. 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.

4.3. Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits, or equivalent*.

* In the absence of documentary evidence as to the ECTS/ECVET credits or other system 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.

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

4.4. Furthermore, as per the education sectoral agreement signed by the Government and the Malta Union of Teachers (MUT) on 21st December 2017, the eligibility criteria mentioned in paragraphs 4.1 (i), (ii) and (iii) above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.

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).

Submission of Supporting Documents

5.1. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the edurecruitment portal <https://edurecruitment.gov.mt>.

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

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.

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1. Applications are to be submitted, through the Online Education Recruitment Portal ONLY at the following address <http://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) not later than one month from the date of application which has been issued not earlier than one (1) month from the date of

application, in pdf format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is end of business of **Monday, 09th November, 2020**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

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

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

7.4. 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 later, to submit any incorrect or incomplete documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- the 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;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- 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 application.

Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment