POST OF MANAGER I (PEOPLE MANAGEMENT) IN THE HUMAN RESOURCES DIRECTORATE WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

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.

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 Manager I (People Management) in the Human Resources Directorate 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 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 People Management, subject to availability of vacancies and the exigencies of management.

2.4 The salary for the post of Manager I (People Management) is Salary Scale 10, which in the year 2019 is €19,958.00 per annum, rising by annual increments of €407.67 up to a maximum of €22,404.00.

2.5 A Manager I (People Management) will progress to Manager I (People Management) in Salary Scale 9, which in the year 2019 is €21,252.00 x €447.33 - €23,936.00 after two (2) years satisfactory service as Manager I in Salary Scale 10.

2.6 A Manager I (People Management) will progress to Manager I (People Management) in Salary Scale 8, which in the year 2019 is €22,645.00 x €486.83 - €25,566.00 after five (5) years satisfactory service as Manager I in Salary Scale 9.

2.7 A Manager I (People Management) will progress to Manager I (People Management) in Salary Scale 7, which in the year 2019 is €24,153.00 x €531.17 - €27,340.00 after three (3) years satisfactory service as Manager I in Salary Scale 8.

2.8 The selected applicant shall also be entitled to an annual performance bonus of up to a maximum of 10% of the basic salary subject to satisfactory performance and subject to Central Administration’s Policies in force from time to time.
3.0 Duties

3.1 The duties of Manager I (People Management) include:

a) Assisting in conducting People Management compliance checks within the Division in order to verify that established standard procedures and the implementation of delegated processes are being adhered to;

b) Assisting in creating checklists to improve adherence to processes, procedures and regulations so as to reduce risks of lack of compliance;

c) Assisting in assessing the effectiveness of the processes related to the People Management Section and recommend internal controls to ensure legislative and regulatory compliance;

d) Assisting in presenting written People Management compliance monitoring following activities undertaken;

e) Recommending process for simplification and re-engineering as a result of People Management compliance checks;

f) Attending to queries through correspondence, e-mail, telephone or personal contact;

g) Assisting in the coordination and implementation of People Management activities, projects and ad hoc assignments;

h) Making informed decisions and/or recommendations to his/her superiors on strategic, policy, procedural and operational matters and People Management planning;

i) Providing support in ensuring updated record-keeping of directions issued by higher authority through the creation of databases to facilitate cross-referencing and coherence in future decision making processes;

j) Supporting the Director, Human Resources and Director General Strategy and Support and superiors in the organisation and preparation for meetings, and the keeping of documented records accordingly;

k) Assisting in overseeing the implementation of Directive 7, 9, 10 and 12 in ensuring compliance checks within the Division;

l) Monitoring the implementation of delegated processes within the prevailing regulatory framework and provide support to any audits;

m) Vetting and managing calls for application and contracts in line with the People and Standards Directorate policies and guidelines;

n) Assisting the management in the understanding and application of the Sectoral Agreements;
(o) Assisting in keeping the Education website up to date;

(p) Any other duties as requested by the Director, Support Services, Director General and the Permanent Secretary;

(q) 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 Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Work & Human Resources Management, Psychology, Training and Development, Public Administration or Public Management 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. Master’s qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

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 recognized higher 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/position 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 4.4 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.