

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

Date: 10th July 2020

To: Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

POST OF MANAGER II (HUMAN RESOURCES) 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, invites applications for the post of Manager II (Human Resources) within the Ministry for Education and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) month.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II (Human Resources) is Salary Scale 7, which in year 2020 is equivalent to €24,894.00 per annum, rising by annual increments of €531.17 up to a maximum of €28,081.00.

2.4 A Manager II will progress to Salary Scale 6 (€26,543.00 x €596.33- €30,121.00 in year 2020) after three (3) years' satisfactory service as Manager II in Salary Scale 7.

2.5 The selected applicant shall also be entitled to an annual performance bonus of up to 15% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 On being appointed, a successful candidate would be requested to renounce to any other application/s currently in process within the Public Service which is/are pending at the time of this appointment, without prejudice to SAAC calls (including Assistant Directors).

2.7 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.

- a. Applicants within the Managerial/Officer/Practitioners streams must have served in their current post, and if appointed are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.
- b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 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 the area of Human Resources subject to availability of vacancies and the exigencies of management.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Duties

The objectives of the post are to support all human resources management functions including HR planning, compliance of delegated processes and the management of updated employees records/data/statistic upon which Strategic Human Resources Management decisions are taken. This role is complementary to that of People Management.

3. The job duties for the post of Manager II (Human Resources) 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, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees, **who are confirmed in their current appointment**. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply.

AND

- a. in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008) in Work and Human Resources Management, or Training and Development, or Public Administration, or Public Management or Corporate Governance and Leadership, or Leadership and Organisational Behaviour, or Management and Leadership, or Strategy, Leadership and Change Management, or Industrial Relations and Workplace Learning or Business Administration 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.

Moreover, candidates who have not yet formally obtained the qualifications specified in paragraph 4.1 (a) 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 higher recognized MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1(a) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would qualify for such qualification by the 31st October 2020. If selected, such candidates must produce the qualification indicated before appointment. If the deadline is not met, the successful candidate will be disqualified from the result.

4.4 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of Public Officers applying for this post, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the

respective Public Sector entity.

4.5 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period.

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 and 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 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 documentation

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 Education Recruitment 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 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 to 4.6, have proven relevant work experience .

Submission of applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education and Employment, through the 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) 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. In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid/unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions 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, they are also to produce confirmation from the DCS/DPM of the ministry where they are performing duties, that they are officially performing duties in such Ministry.

The closing date of the receipt of applications is 13.30hrs (Central European Time) of Monday, 27th July, 2020. A computer-generated email will be sent as an acknowledgement of the application. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone numbers 153. Further details concerning the submission of applications are contained in 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:

- 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 and Standards Division (<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>) These general provisions are to be regarded as an integral part of this call for applications.

Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment