MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF PRINCIPAL EDUCATION SUPPORT PRACTITIONER (CAREER ADVISOR) 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 Education 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 Principal Education Support Practitioner (PESP) (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, and the selected candidate will be expected to work general service hours.

2.2 The salary for the post of PESP (Career Advisor) is Salary Scale 7, which in 2019 is, €24,153.00 per annum rising by annual increment of €531.17 up to a maximum of €27,340.00.

3.0 Duties

3.1 The duties of PESP (Career Advisor) include:

1. managing the career guidance services in the state colleges including primary and secondary schools or post-secondary;

2. designing careers programme for the schools to which one is detailed to;

3. 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;

4. ensuring that the career guidance services are well promoted in the school context;

5. ensuring that Senior Education Support Practitioner (Career Advisor) and Education Support Practitioners (Career Advisors) and guidance teachers work within ethical framework and quality standards;
6. monitoring and providing the necessary support to the Senior Education Support Practitioner (Career Advisor) and Education Support Practitioners (Career Advisors) and guidance teachers;

7. establishing strong collaborative partnerships with institutions of further and higher education and with a range of employers, trade unions, nongovernmental organizations, and others;

8. working in close collaboration with the College Education Psycho-Social team, school management teams, the National School Support 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;

9. ensuring that records and logging systems are well kept by the Senior Education Support Practitioner (Career Advisor) and the Education Support Practitioners (career advisors) and guidance teachers regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;

10. assisting and compiling of annual reports;

11. being accountable to the Education Officer (Career Guidance), the Assistant Director (Education Psycho-Social Services) and the National School Support Services Department and Head of College Network;

12. performing any other duties as according to the exigencies of the Public Service as directed by the Director General, Educational Services (ES);

13. performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

A detailed job description for the post of a Principal Education Support Practitioner (Career Advisor) can be obtained from the website: https://education.gov.mt/en/Pages/vacancies.aspx.

3.2 A Principal Education Support Practitioner (Career Advisor) will work on a College basis at both primary and secondary level supporting students, school staff and parents at both levels thus ensuring better continuity in the educational development of students and better professional practice. Principal Education Support Practitioners (Career Advisors) are expected to operate in a multi-disciplinary team framework.

3.3 A selected candidate shall undergo an induction process in the College and school environment and system organised by MEDE.

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 recognised 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 Career Guidance or other related field, or a comparable professional qualification;

(iv) Public Officers applying for the post must be confirmed in their current appointment.
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, 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.

4.3 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 are to be scanned and sent through the Recruitment Portal on https://recruitment.gov.mt. The applicant is to be informed of any missing documents immediately after the closing date of the call for applications and notified that consequently his application will not be considered further, unless justifiable
reasons are given by the applicant, to the satisfaction of the Public Service Commission on psc@gov.mt, for any omission or late submission. Such justification should be sent to the PSC within five working days from the date of the aforementioned notification.

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 07th October 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:

1. applicable benefits, conditions and rules/regulations;

2. reasonable accommodation for registered persons with disability;

3. submission of recognition statements in respect of qualifications;
4. publication of the result;

5. medical examination;

6. the process for the submission of petitions concerning the result;

7. access to application forms and related details; (not applicable in view of paragraph 7.1 above);

8. 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/Forms andTemplates.aspx

These general provisions are to be regarded as an integral part of this call for applications.