

## **MINISTRY FOR EDUCATION AND EMPLOYMENT**

### **POSITION OF CHIEF EXECUTIVE OFFICER IN THE NATIONAL COMMISSION FOR FURTHER AND HIGHER EDUCATION (NCFHE)**

**(JobsPlus Permit Number 490/2016)**

*Nomenclatures denoting the male gender include also the female gender.*

#### **1.0 Introduction**

1.1 The Permanent Secretary, Ministry for Education and Employment notifies that it is intended to fill the vacant position of Chief Executive Officer in the National Commission for Further and Higher Education (NCFHE).

#### **2.0 Duration of Assignment and Conditions**

2.1 A selected candidate will enter into a thirty-six (36) month assignment as Chief Executive Officer in the NCFHE, which may be renewed for further periods.

2.2 The position of Chief Executive Officer in the NCFHE is subject to a probationary period of one (1) year.

2.3 Since this is a top management position, the position falls under Regulation 7(4)(b)(i) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

#### **3.0 Salary pegged to the Position**

3.1 The salary attached to the position of Chief Executive Officer in the NCFHE is at Salary Scale 3, which in 2016 is €36,482.00 per annum.

3.2 The appointee will also be entitled to an Expense Allowance of €2,096.44 per annum, a fully expensed car, and free telephone facilities, subject to the approved consumption ceiling.

3.0 A selected candidate will also be entitled to a performance bonus of up to a maximum of 15% of his/her basic salary subject to positive performance.

#### **4.0 Duties**

4.1 The overall responsibility of the Chief Executive Officer in the NCFHE is to ensure the successful promotion, implementation and management of the strategic goals related to the National Commission for Further and Higher Education.

4.2 The Chief Executive Officer is responsible for the following tasks:

- Design, plan, implement, manage and monitor all activities as outlined in NCFHE's work programme;

- Develop the necessary strategies for the implementation of the objectives of NCFHE;
- Ensure the delivery of the strategic and operational plans of NCFHE within approved budgets;
- Provide leadership to the staff of NCFHE, and manage their performance, in part by agreeing personal performance plans with them, evaluating their performance, providing regular feedback, and pointing out areas for improvement;
- Review at a strategic level, the utilisation of the resources of NCFHE, and ensure that these are used fully and effectively in a manner encouraging client confidence;
- Undertake longer term policy and operational planning and carry out any research as may be required;
- Establish standards of performance and implement performance reviews and performance improvement plans;
- Ensure visibility of the work of NCFHE, and fostering community participation, rapport with stakeholders and educational institutions;
- Fostering the sustainable growth of NCFHE through the promotion of increased services;
- Make proposals to the Permanent Secretary to enable NCFHE to achieve better performance and to improve accountability.

4.3 Further details of the job description of the position may be obtained from the following website: <http://education.gov.mt/en/Pages/vacancies.aspx>

## **5.0 Eligibility Requirements**

5.1 By the closing time and date of this call for applications, applicants must:

- (i) (a) be citizens of Malta; **OR**
- (b) be 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) be 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) be 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) be 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 Citizenship and Expatriates Department 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. The Employment and Training Corporation should be consulted as necessary on this issue.

- (ii) have the ability to communicate well in both Maltese and English;
- (iii) be in possession of a pertinent postgraduate degree (Masters) or an appropriate recognised comparable qualification at MQF level 7, provided that with regard to programmes commencing as from October 2008, the qualification must comprise a minimum of 60 ECTS/ECVET credits or equivalent, and four (4) years relevant work experience including three (3) years in a management position;

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 by the closing time and date of the call for applications.

- (iv) be of conduct which is appropriate to the position 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).

5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1, can demonstrate full computer literacy.

- 5.3 With the exception of those qualifications referred to in paragraphs 5.4. and 5.5. hereunder, applicants are required to produce a recognition statement issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE), or by any designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.
- 5.4 However prior to requesting recognition statements as per paragraph 5.3. above in respect of their qualifications, candidates should first consult the database of regulated qualifications of the National Commission for Further and Higher Education (NCFHE) which can be accessed on <http://www.ncfhe.org.mt/> Applicants are exempt from submitting a recognition statement as mentioned in paragraph 5.3. if they are presenting qualifications listed on the said database.
- 5.5 The presentation of a recognition statement by MQRIC is also not required in respect of local qualifications issued by the University of Malta (including those awarded by the MATSEC Board), the Malta College of Arts, Science and Technology (MCAST), the Institute of Tourism Studies (ITS) and awards, certificates and diplomas from Ministries governed by a protocol with the NCFHE.
- 5.6 In cases of doubt, however, the Selection Board may set aside these exemptions and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure, the statement, subject to the possibility of extension as provided for in paragraph 5.7.
- 5.7 In the case of qualifications not covered by 5.4 and 5.5, applicants are to submit the recognition statement as described in paragraph 5.3. Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the department/directorate receiving the applications, indicating clearly the reasons for the delay.

## **6.0 Submission of Supporting Documentation**

- 6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.
- 6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## **7.0 Selection Procedure**

- 7.1 Eligible applicants will be required to complete a written task prior to being called for an interview. Those candidates who do not complete such task will be considered as having withdrawn their application.

7.2 The maximum mark for this selection process is 200 and the pass mark is 100.

## **8.0 Submission of applications**

8.1 Applications, together with a *curriculum vitae* showing qualifications and experience, will be received by the Customer Care Section, Education Building, Great Siege Road, Floriana, or the Education Office, Victoria, Gozo by not later than **noon (Central European Time) of Friday 28 October 2016.**