Ministry for Education and Employment

POSITION OF CENTRE ADMINISTRATOR (SCHOOL OF ART) IN THE MIKIEL ANTON VASSALLI COLLEGE 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 Education Regulations 2016) in its recruitment process.

1.1 The Permanent Secretary, Ministry for Education and Employment, invites applications for the position of a Centre Administrator (School of Art) in the Mikiel Anton Vassalli College within the Ministry for Education and Employment (MEDE).

Duration of assignment and Conditions

2.1 A selected candidate will be appointed in the position of a Centre Administrator (School of Art) in the Mikiel Anton Vassalli College within the Ministry for Education and Employment (MEDE).

2.2 The position of a Centre Administrator (School of Art) in the Mikiel Anton Vassalli College within the Ministry for Education and Employment (MEDE) is subject to a probationary period of one year.

Salary pegged to the position

3.1 The salary attached to the position of a Centre Administrator (School of Art) is equivalent to Salary Scale 6 (which in the year 2019 is €25,779 per annum rising by annual increments of €596.33 up to a maximum of €29,357).

3.2 The selected applicant will be entitled to an annual performance bonus of up to a maximum of 15% of the basic salary and subject to satisfactory performance.

Duties

4.1 The duties of a Centre Administrator (School of Art) include:

i. Ensuring the provision of an inclusive learning environment, ensuring equitable access to all persons in respect of diversity;

ii. Promoting the ongoing development and strengthening of Art as a key element of education in Malta and Gozo;

iii. Developing learning programmes that lead to the development of artistic excellence and professional skills of learners, enabling them to fulfil their potential within the cultural and creative industries;

iv. Developing learning programmes for adults that enable them to widen their appreciation of the visual and performing arts;

v. Co-operating with other Centres for Visual and Performing Arts within the Mikiel Anton Vassalli College to offer a coherent learning experience and also to create collaborative learning and performance projects;

vi. Ensuring that all courses offered at the School are level rated on the MQF within the timeframe established by
the Mikiel Anton Vassalli College and securing the collaboration of teachers and adult educators so that this aim is reached;

vii. Overseeing the assessment of learners so that it is based on learning outcomes as established by the Mikiel Anton Vassalli College;

viii. Coordinating time-tables, monitoring the attendance of the learners and continuously updating school statistics and records;

ix. Ensuring order and discipline and promoting a healthy relationship between the staff and the learning community;

x. Offering individual mentoring and guidance services to learners;

xi. Offering professional support and possibilities for continuous professional development for the teaching staff;

xii. Offering possibilities for further training, skilling and upskilling for all other professional and ancillary staff giving any kind of service in the centre;

xiii. Monitoring the school’s cleanliness and seeing to the proper maintenance and servicing of the centre’s building, facilities and equipment;

xiv. Preparing the capital and recurrent school budget within the parameters and priorities set by the Mikiel Anton Vassalli College;

xv. Managing and controlling funds according to established Government financial regulations and recording all transactions according to established practice;

xvi. Verifying and endorsing the monthly payments of part-time adult educators;

xvii. Performing duties connected with the Centre Council in accordance with the rules and regulations of School Councils;

xviii. Preparing annual development plans for the School in cooperation with the staff and the learning community;

xix. Establishing links with stakeholders outside the School and with different communities to enable the Centre to offer a relevant and diversified learning experience for learners and professionally enriching experiences for the staff;

xx. Keeping a detailed inventory of the School and its resources and amenities according to prescribed regulations;

xxi. When required, attending meetings or other activities in Malta and abroad that are pertinent to reaching the aims and goals of the School;

xxii. Liaising and collaborating with the management of the Mikiel Anton Vassalli College;

xxiii. Performing other duties as delegated by the Mikiel Anton Vassalli College and/or the Director General Curriculum, Lifelong Learning and Employability;

xxiv. Carrying out other duties as may be determined from time to time by the Permanent Secretary MEDE;

xxv. Carrying out any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

4.2 The Centre Administrator (School of Art) shall work in synergy with other specialised schools within the Mikiel Anton Vassalli College under the guidance and direction of the College Principal.

Eligibility Requirements
5.1 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 both the English and Maltese languages;

(iii) in possession of a recognised Master’s 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 Art Education or in the Visual Arts or in a related area of study or a comparable professional qualification, and two (2) years relevant work experience; OR

(iv) in possession of a recognised 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 Art Education or in the Visual Arts or in a related area of study or a comparable professional qualification, and four (4) years relevant work experience; OR

(v) Public Officers in a Scale not below Scale 10, whose appointment in such scale has been confirmed, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility and whose appointment in such level has been confirmed, with seven (7) years relevant work experience.

Public Officers applying for this post must be confirmed in their current appointment.

5.2 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.

5.3 Applicants must 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, submitted documents should be not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.
5.5 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).

Submission Of Supporting Documents

6.1 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. 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.

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

Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 200 and the pass mark is 120.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1. 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) 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 submit their paid and 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 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 noon (Central European Time) of Monday, 04th November 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.

8.2 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.

8.3 Further details concerning the submission of applications are contained in the general provisions referred to below.

Other General Provisions
9. 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;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- 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.