Ministry for Education and Employment

POSITION OF COMMUNITY LIAISON WORKER ON A PART-TIME BASIS FOR THE PROJECT LLAPSI+ (MT/2016/AMIF/4.01) 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 within the Ministry for Education and Employment invites applications for the position of Community Liaison Worker on a part-time basis, to work on the project LLAPSI+ (MT/2016/AMIF/4.01) in the Ministry for Education and Employment. The LLAPSI + project is part-financed by the European Union under the Asylum, Migration and Integration Fund (AMIF 2014-2020).

2.1 A selected candidate will enter into an assignment until the 31st of March 2021 as a Community Liaison Worker on a part-time basis of not more than 30 hours of work a week in the Project LLAPSI + (MT/2016/AMIF/4.01) in the Ministry for Education and Employment. These hours may be increased, if so required, by the exigencies of the work load of the project, as determined by the Project Leader. The assignment may be renewed for further periods.

2.2 The position of Community Liaison Worker on a part-time basis is subject to a probationary period of six (6) months.

2.3 Since this is a position which is time-barred or linked to the completion of a specific task, such constitutes an objective reason, the position of Community Liaison Worker on a part-time basis falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled “Contracts of Service for a Fixed Term Regulations”.

3. The Salary attached to the position of Community Liaison Worker on a part-time basis is equivalent to an increment less than the maximum point of Salary Scale 13 (currently €18,662.50) on appointment, with attainment of the maximum on confirmation of appointment after the probation period of six (6) months, on a pro-rata basis. The person chosen for the position of Community Liaison Worker on a part time basis for the project LLAPSI+ (MT/2016/AMIF/4.01) will be paid at the rate of €8.97 (gross in 2020) for every hour worked.

Duties

4. The job duties for the post of Community Liaison Worker may be viewed in Annex A attached to this Circular.

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 the 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 Maltese and/or English;

iii. in possession of at least one other language at MQF level 4 (other than Maltese and English) in the following languages: Chinese Mandarin, Arabic, Kurdish, Macedonian, Urdu (Pakistani), Filipino, Russian, Serbian;

iv. in possession of a qualification at MQF level 3 in computer and/or digital skills;

v. applications will also be accepted from applicants who are proficient in at least one other language (other than Maltese and English) as a native speaker (CEFR level: C2) in the following languages: Chinese Mandarin, Arabic, Kurdish, Macedonian, Urdu (Pakistani), Filipino, Russian, Serbian and who are proficient in computer/digital skills.

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 post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; 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).

5.4 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.
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 100% and the pass mark is 50%.

7.2 Successful candidates will be listed in two (2) separate order of merit lists. List A will contain the order of merit of candidates who satisfy all the requisites as specified in paragraph 5.1 (ii), (iii) and (iv) above. List B will contain the order of merit of successful candidates who satisfy the requisites listed in paragraph 5.1 (ii) and (v) above. First preference will be given to successful candidates from List A, and then to successful candidates from List B.

7.3 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1, are familiar with the Maltese social, cultural, education systems and basic legal contexts and who show versatility in speaking a language other than those listed above.

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) / Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, in pdf format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is end of business of Monday, 22nd June 2020.

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 Applications which are received after closing date and time (i.e. late applications) are not accepted.

8.3 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.

8.4 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.

8.5 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.