MEDE 357/2016
HR MEDE Circular No. 06/2016

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

Date: 28th April 2016

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

POSITION OF FINANCE AND ADMINISTRATION OFFICER IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT
(as per HR’s Ministry Plan for the year 2016)

In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender.

1.0 General

1.1 The Permanent Secretary, Ministry for Education and Employment invites applications from Public Officers in the Malta Public Service, Public Sector employees performing duties in the Malta Public Sector and RSSL employees for the position of Finance and Administration Officer in the Ministry for Education and Employment (MEDE). Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

2.0 Duration of Assignment and Conditions

2.1 A selected candidate will enter into a thirty-six (36) month assignment as Finance and Administration Officer, which may be renewed for further periods.

2.2 The position of Finance and Administration Officer is subject to a probationary period of one (1) year.

2.3 A Finance and Administration Officer will be expected to assist the Ministry with regard to day-to-day operations related to the management of human resources, finance and administration. He/she may be placed in the Operations Department, in the State Colleges and Schools, or as may be required according to the exigencies of the Ministry for Education and Employment.
3.0 Salary pegged to the Position

3.1 The salary attached to the position of Finance and Administration Officer is equivalent to Salary Scale 8, that is €20,619.02 in 2016 per annum, rising by annual increments of €486.83 up to a maximum of €23,540.00.

4.0 Duties

4.1 The Finance and Administration Officer will be required to perform the following duties and responsibilities, amongst others:

General

- Supporting schools in overseeing the day-to-day financial and administrative management of the Department/College;
- Liaising with the Chief Information Officer responsible for ICT in educational institutions to ensure the effective maintenance of data-management and ICT systems as and when required;
- Maintaining regular liaison with the Finance and Administration Directorate, the Human Resources Directorate, and any other Department, Directorate or Section as may be applicable;
- Providing on-going practice guidelines, training and support to school secretaries and clerks;
- Liaising with any Department and/or Directorate within the Ministry as may be required, including the Operations Department (DOPR), the Department for Educational Services (DES), the Department for Quality and Standards in Education (DQSE), and the Schools Information Systems (SIS);
- Possessing excellent and up-to-date knowledge in matters related to finance and administration;
- Preparing and disseminating financial and administration reports as requested by the Head of Department/College Principal;
- Having knowledge of regulations, structures and practices pertaining to the Public Administration in general and the Department/College in particular;
- Possessing proven leadership skills, especially the ability to get the best out of people, and a strong focus on delivering results;
- Possessing excellent communication (oral and written) and interpersonal skills;
- Having full computer literacy;
- Facilitating and ensuring, where applicable, access to College facilities for after school programmes and community based lifelong learning opportunities, organised by the Colleges and external agencies;
• Performing other tasks as directed by the Head of Department/College Principal;

• Performing any other duties according to the exigencies of the Public Service as directed by the Permanent Secretary MEDE;

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

**Human Resources Management**

• Managing and developing administrative and clerical staff within schools, including performance appraisal, discipline, role clarification and professional training;

• Assuming line management responsibility for non-professional personnel, including the provision of staff development initiatives, according to the needs of the Operations Department/College/schools;

• Contributing to the implementation, in a timely and effective manner, of the Human Resources management strategy and policies;

• Maintaining high standards of customer care relations.

**Accounting**

• Supporting schools in the management of financial and administrative management;

• Providing input in the preparation and the formulation of the schools business plans and the implementation of such plans;

• Ensuring efficiency and effectiveness in the management of the schools’ budget;

• Ensuring that records and statistics related to the Department, or the schools, are accurate and up to date, as required by the Director General Operations and/or the College Principal;

• Ensuring timely processing of financial records linked to projects partly financed through EU structural and other programme funds.

**Procurement**

• Ensuring compliance with Financial and Public Procurement Regulations;

• Formulating accurate specifications in connection with calls for quotations/tenders for the procurement of services and goods, in full observance of the relevant government legislation, financial procedures and policies;

• Liaising effectively, where applicable, with the College Precincts Officers so as to ensure the efficient procurement procedures related to the upkeep and maintenance of the Schools;
• Being responsible to monitor quotations, LPOs, invoices and contracts for ensuring correct payment;

• Being responsible in following up LPOs and commitments made for better public funds management;

• Ensuring, where applicable, that schools within the College are fully equipped and regularly resourced.

Inventory Management

• Providing continuous support to school and college administration to update their inventory database in line with the accrual accounting inventory system and e-Finance;

• Conducting school and college inspections and checking inventory updates;

• Supervising and recording transfer lists of Inventory Items from schools and Sections within the Education Departments and MEDE and recording them in the relative inventory databases;

• Inserting updated inventory lists into the general database for subsequent submission to the Finance and Administration Directorate;

• Making sure that School/College/Department asset labels are centrally printed and sent to schools;

• Submitting updated general databases to the National Audit Office and the Treasury Department.

4.2 A Finance and Administration Officer should keep well informed and up-to-date on all matters in the area of finance and administration, and on any national or international obligations affecting this area, while taking every opportunity to acquire new leadership and management skills.

4.3 A Finance and Administration Officer should have the ability to work under pressure, with diligence and respect deadlines. He/she may be required to travel abroad on official business.

5.0 Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be Public Officers or Public Sector employees currently performing duties in the Public Service or RSSL employees:

(a) be in possession of a recognised pertinent post-graduate degree (Masters’) at MQF Level 7, with a minimum of 90 ECTS/ECVETS or equivalent; OR

(b) be in possession of a recognised pertinent first degree at MQF Level 6, with a minimum of 180 ECTS/ECVETS or equivalent, plus two (2) years relevant work experience; OR
(c) in a Scale not below Scale 12 in the Public Service, or in a comparable level of responsibility within RSSL or another Public Sector entity, and with five (5) years relevant work experience.

5.2 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 of the position advertised, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

5.3 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 position, subject to the consent of the entity. RSSL employees will remain on the books of the company.

5.4 In the eventuality that RSSL employees attain indefinite status in the Public Service in terms of S.L. 452.81, their employment with RSSL will ipso facto be terminated.

5.5 Unless RSSL employees attain indefinite status with the Public Service after the lapse of the four year period in the position in terms of S.L. 452.81, appointees will be entitled to revert to their previous position with RSSL with their previous remuneration package at RSSL.

5.6 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

5.7 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.

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

5.9 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).

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. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification. 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 assessed by a selection board to determine their suitability for the position. The maximum mark for this selection process is 200 and the minimum mark is 100. The Assessment Criteria can be accessed on: http://education.gov.mt/en/Pages/vacancies.aspx

8.0 Submission of Applications

8.1 Applications, together with an updated Service and Leave Record Form (GP 47) which can be requested by MEDE employees excluding entities via: https://education.gov.mt/en/Documents/Vacancies/GP47.pdf in the case of Public Officers, and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal ONLY at the following address: https://edurecruitment.gov.mt by not later than (CET) noon of Friday 13th May 2016. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2 In the case of RSSL employees and Public Sector employees performing duties in the Public Service, they are to present 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 case of the latter, 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.

8.3 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.

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

9.0 Other General Provisions

9.1 Other general provisions concerning this call for applications, with particular reference to:

- other applicable conditions;
- 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 Public Administration HR Office at the address: https://opm.gov.mt/en/PAHRO/RESOURCING/Documents/Forms%20and%20Templates/Public%20call%20position-%20general%20provisions%20June.pdf. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 6.2 of the General Provisions of this call for applications, the fax number is 2598 2264.

Joseph Caruana
Permanent Secretary
Ministry for Education and Employment