

MEDE 774/2016

HR MEDE Circular No. 31/2016

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

Date: 30th September 2016

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

**POSITION OF A NATIONAL COORDINATOR FOR THE NATIONAL PROGRAMME  
“LENTI FUQ L-IŻVILUPP TA’ WLIEDNA” IN THE MINISTRY FOR EDUCATION AND  
EMPLOYMENT**

*(as per HR’s Ministry Plan for the year 2016)*

The Ministry of 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.

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

## 1.0 Introduction

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 Service and RSSL employees**, for the position of a National Coordinator for the National Screening Programme of children with special learning difficulties, named ‘*Lenti fuq l-iżvilupp ta’ Wliedna*’ 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 36 month assignment as a National Coordinator for the National Programme ‘*Lenti fuq l-iżvilupp ta’ Wliedna*’ in the Ministry for Education and



Employment (MEDE), which may be renewed for further periods.

- 2.2 The position of National Coordinator for the Programme '*Lenti fuq l-iżvilupp ta' Wliedna*' is subject to a probationary period of one (1) year.

### 3.0 Salary pegged to the position

- 3.1 The salary attached to the position of National Coordinator for the National Programme '*Lenti fuq l-iżvilupp ta' Wliedna*' is equivalent Salary Scale 5 (which in the year 2016 is €25,288.98 per annum rising by annual increments of €640.67 up to a maximum of €29,133.00).
- 3.2 The salary of a National Coordinator may be co-financed through EU funds until December 2020. From then onwards (January 2021), the salary of a National Coordinator will be covered through National Funds.

### 4.0 Duties and Responsibilities

- 4.1 The National Coordinator for the Programme '*Lenti fuq l-Iżvilupp ta' Wliedna*' shall be accountable and report to the Director Student Services and in case of EU co-financing to the project leader - (*Lenti Fuq L-Iżvilupp Ta' Wliedna*), within the Ministry for Education and Employment. The duties and responsibilities of a National Coordinator shall include:
- establishing needs for physical space and coordinating discussion, plans & implementation of any works necessary in relation to work space, including refurbishment works;
  - being the point of contact of the whole programme, ensuring that the programme is in line with its commitments and that constant communication and good relationships are maintained across all programme stakeholders within MEDE and MFH;
  - being the point of contact with regards to EU co-financing rules and regulations, ensuring that the programme is in line with the commitments, especially with regards to recruitment, procurement, publicity and the overall funding of the programme during the period of EU co-financing;
  - overseeing all the managerial operational aspects of the programme as per Manual of Procedures issued by the Managing Authority within the Ministry for European Affairs and Implementation of the Electoral Manifesto;
  - coordinating the creation of a National database for the programme, bringing together all stakeholders and ensuring that a robust database which caters for the



needs of all programme partners is delivered on time and within budget;

- coordinating the creation and monitoring the implementation of a National awareness campaign relating to the “*Lenti Fuq L-Iżvilupp Ta’ Wliedna*” programme
- establishing the programme deliverables, timelines, targets and key performance indicators and monitoring their achievement;
- reviewing progress and quality against the agreed programme plan and reports generated;
- ensuring good governance in the development and adjudication of tenders, calls for quotations and expressions of interest within the programme;
- coordinating the designing and organising of training in connection with the programme;
- establishing a mechanism by which data is processed and analysed in an efficient way while abiding by the Data Protection Act;
- establishing the budgeting and managing tools & processes in relation to the EU and local finances of the programme;
- acting as the programme’s focal contact person, by ensuring effective communication between the clinical and administrative teams of the programme to assure that deliverables are implemented in a timely and effective manner;
- developing a system by which risks that may occur during the programme are escalated and mitigated at the earliest;
- analysing programme progress and coordinating discussions for improvements and resolution to issues as necessary;
- escalating issues as appropriate where resolution may not be possible;
- preparing progress reports for authorities within MEDE and the Planning and Priorities Coordination Department in case of EU co-financing;
- being ultimately responsible for all aspects of administration and coordination of the programme, including liaison with the relevant Authorities;
- attending any relevant training as assigned by the Director SSD or the Permanent Secretary MEDE;
- performing any other duties as delegated by the Director SSD related to the



programme as may be determined from time to time by the Permanent Secretary MEDE or his/her delegate;

- carrying out any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary or his/her delegate.

## 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** who are:

- (a) in possession of a recognised qualification (Masters') at MQF Level 7, with a minimum of 60 ECTS/ECVETS, or equivalent (with regard to programmes commencing as from October 2008) in Management Studies, Social Sciences & Humanities and Health Science, or a pertinent area of study together with a minimum of three (3) years relevant work experience of which one (1) year must be in a management position in programme/project management; **OR**
- (b) in possession of a recognised qualification at MQF Level 6, with a minimum of 180 ECTS/ECVETS, or equivalent (with regard to programmes commencing as from October 2003) in Management Studies, Social sciences & Humanities and Health Science or a pertinent area of study, together with five (5) years relevant work experience of which one (1) year must be in a management position in programme/project management; **OR**
- (c) Public Officers in a Scale not below Scale 7 in the Public Service, and have eight (8) years experience of which one (1) year must be in a management position in programme/project management;

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 in Project Management and EU Fund Management, and the use of established relevant Monitoring Tools/Systems.
- 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 **250** and the minimum mark is **150**. The Assessment Criteria can be accessed on: <http://education.gov.mt/en/Pages/vacancies.aspx>
- 7.2 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

## 8.0 Submission of Applications

- 8.1 Applications, together with an updated Service and Leave Record Form (GP 47) 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 (**Central European Time**) **noon of Friday 14<sup>th</sup> October 2016**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

- 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 MEDE employees only, excluding entities, are to apply for GP 47 by sending an e-mail to [records.mede@gov.mt](mailto:records.mede@gov.mt), indicating clearly the applicant's full name & surname, Identity Card number. Grade, telephone number, & residential address together with the reference of the said call applied for. A copy of the GP 47 will be sent to the applicant by e-mail while the original will be sent to the selection board.
- 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

