

## MINISTRY FOR EDUCATION AND EMPLOYMENT

### POSITION OF PART-TIME ADULT EDUCATION COORDINATOR WITHIN 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. The Permanent Secretary, Ministry for Education and Employment invites applications for the position of part-time Adult Education Coordinator in the Ministry for Education and Employment.

#### **Duration of assignment and Conditions**

2.1 A selected candidate will be engaged as a part-time Adult Education Coordinator in the Ministry for Education and Employment. The engagement will be on a definite basis for one (1) scholastic year or less, which may be renewed for further periods.

2.2 The position of a part-time Adult Education Coordinator is subject to a probationary period of three (3) 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 part-time Adult Education Coordinator falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4 Part-time Adult Education Coordinator shall work on a part-time basis for a number of hours per week (maximum of 25 hours weekly) which will be determined prior to the beginning of the scholastic year depending on the number of applicants who would have applied to attend learning courses and/or any arising exigencies which may arise from time to time.

2.5 The provisions relating to benefits and entitlements described in the Public Service Management Code such as vacation and sick leave are in the case of part-timers applicable on a pro-rata basis. Vacation leave is to be availed of during the school holidays.

2.6 School days, hours and holidays shall be as established in the "*Agreement between the Government of Malta and the Malta Union of Teachers*" signed on the 21<sup>st</sup> December 2017.

#### **Salary pegged to the position**

3. A part-time Adult Education Coordinator shall be paid at the rate of €20.00 per hour according to the number of hours worked plus pro-rata bonuses (mid-year and Christmas) and income supplement.

#### **Duties**

4. The job duties for the position of part-time Adult Education Coordinator 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 the Maltese and/or English Language;

(iii) in possession of a recognised Masters 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 Education, Human Resources, or Social Policy, or a professional comparable qualification and two (2) years relevant work experience in teaching and learning for adults; **OR**

(iv) in possession of a recognised Bachelors 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 Education, Human Resources, or Social Policy, or comparable professional qualification and four (4) years relevant work experience in teaching and learning for adults.

**Public Officers applying for this position 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. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

5.3 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.

5.4 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).

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

5.6 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 Education Recruitment Portal on <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 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.4, have proven relevant work experience.

## **Submission of Applications**

8.1 Applications are to be submitted, for the attention of the Ministry for Education and Employment, through the 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 Tuesday, 30th June, 2020. A computer-generated e-mail will be sent as an acknowledgement of the application. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone numbers 153. Further details concerning the submission of applications are contained in the General provisions referred to below.

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

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.

## **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 applications.

