

Ministry for Education and Employment

POSITION OF PROJECTS OFFICER FOR THE EU PROJECT (EU AGENDA FOR ADULT LEARNING) 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 Projects Officer for the EU project (EU Agenda for Adult Learning) in the Ministry for Education and Employment.

Duration of assignment and Conditions

2.1. A selected candidate will enter into an assignment until 31st December 2021 as a Projects Officer for the EU project (EU Agenda for Adult Learning) in the Ministry for Education and Employment, which may be renewed for further periods.

2.2. The position of Project Officer for the EU project (EU Agenda for Adult Learning) constitutes an objective reason which is subject to a probationary period of twelve (12) months.

2.3. Since this position is time-barred or linked to the completion of a specific task, such constitutes an objective reason in terms of Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4. An officer holding a position of a definite nature (i.e. with objective reason), who is in the last (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

Salary pegged to the position

3. The salary attached to the position of Project Officer is equivalent to Salary Scale 9, which in the year 2020 is, €21,933 per annum rising by annual increment of €447.33 up to a maximum of €24,617.

Duties

4. The job duties for the position of Projects Officer for the EU project (EU Agenda for Adult Learning) 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"; or
 - f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

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 English Languages;

iii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent *)

in Arts or Education or Law or Media or Knowledge Science or Diplomatic Studies or European Studies or Social Sciences or Communications or Policy or Statistics or Economics or Management or Accountancy or a comparable professional qualification;

and

iv) one (1) year relevant work experience.

* In the absence of documentary evidence as to the ECTS/ECVET credits or other system measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 180 ECTS/ECVET credits. The advice of the MQRIC may be sought.

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. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits or equivalent *.

* In the absence of documentary evidence as to the ECTS/ECVET credits or other system measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

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 recognised higher MQF level programme 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 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 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) / 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 **17.15hrs (Central European Time) of Monday, 09th November, 2020**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained the general provisions referred to below.

8.2. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

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

8.4. 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.

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.

