Ministry for Education and Employment

POSITION OF SCHOLARSHIPS OFFICER (SCHOLARSHIP SCHEMES) 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.

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE), invites applications for the position of Scholarships Officer (Scholarship Schemes) in the Ministry for Education and Employment.

1.2 This call is being issued in relation to the implementation of the ESF Project ENDEAVOUR Scholarships Scheme and REACH HIGH SCHOLARS PROGRAMME. The project may be part financed by the European Union under the Operational Programme II - European Structural and Investment Funds 2014-2020. "Investing in human resources in order to create more opportunities while promoting the strengthening of society".

Duration of assignment and Conditions

2.1 A selected candidate will enter into a 3 year assignment as a Scholarships Officer (Scholarship Schemes), within the Ministry for Education and Employment which may be renewed for further periods.

2.2 The position of a Scholarships Officer (Scholarship Schemes) is subject to a probationary period of six months.

2.3 Since this is a position which is time-barred, the position of Scholarships Officer (Scholarship Schemes) falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

Salary pegged to the position

3. The salary attached to the position of a Scholarships Officer (Scholarship Schemes) is equivalent to Salary Scale 11 (which in the year 2019 is €18,743 per annum rising by annual increments of €375.17 up to a maximum of €20,994).

Duties

4. The duties of Scholarships Officer (Scholarship Schemes) include:

i. under the direction of the Project Administrator, assisting in the development of work plans, including setting tasks, deadlines, and monitoring and summarising progress on the project;

ii. assisting in the preparation of progress reports and any other projects related as required;

iii. dealing with projects in accordance with well-defined regulations, instructions or general practice;

iv. scrutinising, checking and cross-checking straightforward accounts and claims returns;

v. preparing returns, accounts or statistics in a prescribed form;
vi. assisting in the coordination of the necessary administrative work in relation to the project;

vii. preparing drafts and précis;

viii. assisting in the co-ordination of promotional activities and produce information materials;

ix. under the direction of the Project Administrator assist in the organisation of meetings, team meetings, Board Meetings and Interview Sessions;

x. assist in taking minutes and in carry out reporting functions;

xi. assist in the preparations for the interviewing process of the scheme applicants by the Selection Board;

xii. maintaining all the necessary documentation, including purchase documents and invoices; the inputting of these documents in the Structural Funds Database, and the upkeep of the Project Files;

xiii. keeping records of receipts and the issue of stores;

xiv. being available for meetings, ESF audits, and on-the-spot checks during the specified contract period;

xv. copying, typing, filing, operating office machinery and computer workstations;

xvi. maintaining and keeping proper documentation related to the scheme;

xvii. undertaking any other tasks, which the Project Administrator may delegate to him, as may be required for the effective running of the Scheme;

xviii. reporting to and executing all deliverables of this project as requested by the Project Administrator;

xix. carrying out any other ancillary duties as assigned by the Project Administrator and/or the Project Leader;

xx. carrying out other duties as may be determined by the Chief Officer, Students' Maintenance Grants' & Scholarships’ Unit or by the Permanent Secretary of the Ministry for Education and Employment;

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

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. must be proficient in the Maltese and English languages;

iii. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET
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 a Service and Leave Record Form (GP 47) which has to be issued not earlier than one (1) month from the date of publication; those applying from the 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 on https://edurecruitment.gov.mt. The applicant is to be informed of any missing documents immediately after the closing date of the call for applications and notified that consequently his application will not be considered further, unless justifiable reasons are given by the applicant, to the satisfaction of the Public Service Commission on psc@gov.mt, for any omission or late submission. Such justification should be sent to the PSC within five working days from the date of the aforementioned notification.

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 5.3, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Permanent Secretary, Ministry for Education and Employment, through the Edurecruitment portal only at the following address: https://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 has been issued not earlier than one (1) month from the date of application in pdf format and which are to be uploaded through the Portal. The closing date of the receipt of applications is noon (Central European Time) of Monday 11th November 2019.

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 number 153.

8.2 In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these
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 absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, 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 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.

**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](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.

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**Operational Programme II - European Structural and Investment Funds 2014 - 2020**

"Investing in human capital to create more opportunities and promote the well-being of society"

*Project is part financed by the European Social Funds*

*Co-financing rate: 80% European Union; 20% National Funds*