

**MINISTRY FOR EDUCATION AND EMPLOYMENT**  
**POSITION OF SCHOOL TRANSPORT COORDINATOR WITHIN THE MINISTRY**  
**FOR EDUCATION AND EMPLOYMENT**

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

*"In accordance with clause 3.1(1) 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 (MEDE) invites applications for the position of School Transport Coordinator within the Ministry for Education and Employment.

**2.0 Duration of assignment and Conditions**

2.1 A selected candidate will enter into a thirty six (36) month assignment as a School Transport Coordinator, which may be renewed for further periods.

2.2 The position of a School Transport Coordinator 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 a School Transport Coordinator is equivalent to Salary Scale 11, which in 2016 is €17,022.98 per annum, rising by annual increments of €375.17 up to a maximum of €19,274.00.3.2.

**4.0 Duties**

4.1 The duties of A School Transport Coordinator within MEDE include:

- Be able to implement Transport policy approved by the Directorates of Education;
- Propose improvements to the existing transport system;
- Take overall responsibility for the running of the Transport Unit;
- Request from Heads of School, transport needs prior to the start of the scholastic year;
- Establish routes according to the demands made by the Heads of School;
- Compile a route register with the routes divided into categories according to whether routes are needed for:
  - (i) Special needs students in the mainstream who are wheelchair bound

- (ii) Special needs students in the special Resources Centres who are wheelchair bound
  - (iii) Special needs students who require a cab in mainstream schools
  - (iv) Routes needing 14 seater minibuses
  - (v) Routes needing 18 seater minibuses
  - (vi) Routes needing up to 36 seater vehicles
  - (vii) Routes needing up to 53 seater vehicles
- Forward route register to schools and collect feedback for re-adjustments;
  - Forward feedback to respective operators according to route distribution in line with Directorates/providers agreements;
  - Receive complaints from schools and other entities re issues related to school transport operations;
  - Act upon complaints and provide feedback to Directorates and schools about solutions offered and actions taken;
  - Receive notifications of changes in schedules as required by schools and forward to operators for necessary action, keeping track of notifications;
  - Compile data of defaulting incidents by operators and apply penalties to defaulting operators in line with established agreements;
  - Amend routes on a regular basis to meet changing needs of students and schools;
  - Liaise with operators and schools re traffic management on routes and near schools;
  - Visit schools to tackle issues re traffic management problems at and near schools;
  - Update records on STS software about routes concerning students making use of official school transport;
  - Provide schedule of transport operations as requested by Directorates from time to time, and liaising with operators and schools about schedule provided;
  - Provide schedule for Skola Sajf special needs students;
  - Verify invoices and recommend to Director actions that need to be taken before payment is effected;
  - Liaise with the Accounts department of the Directorates re carried out, missed trips, early/late trips carried out and other matters related to transport operations;

- Any other task that may be required by the Directorates from time to time related to transport operations for schools;
- Any other duties according to the exigencies of the Service as directed by the Principal Permanent Secretary.

## 5.0 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 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 license 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 recognized qualification at MQF level 3 in ECDL; **and**

- (a) in possession of a recognised pertinent diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regard to programmes commencing as from October 2003); **OR**
- (b) a Public Officer in the Malta Public Service, in a Scale not below Scale 15, with three (3) years relevant work experience.

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 by the closing time and date of the call for applications.

- (iv) of conduct which is appropriate to the post/position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); 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).

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

5.3 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.

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>

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 Monday 19<sup>th</sup> September 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, ID nos. Grade, tel. nos. & residential address together with the reference of the said call applied for. A copy will be sent to the applicant and 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 :  
<http://opm.gov.mt/en/PAHRO/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> . These general provisions are to be regarded as an integral part of this call for applications.

The website address, and fax number of the receiving Ministry are [www.education.gov.mt](http://www.education.gov.mt), 2598 2264.