

MEDE 504/2016

HR MEDE Circular No. 04/2017

Ministry for Education and Employment
Education Building
Great Siege Road
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Date: 17th February 2017

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

**POSITION OF COLLEGE PRECINCTS OFFICER TO SERVE IN MALTA WITHIN
THE MINISTRY FOR EDUCATION AND EMPLOYMENT**

(as per Ministry's HR Plan for the year 2017)

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.

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 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 College Precincts Officer to serve in Malta within 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 thirty-six (36) month assignment as a College Precincts Officer within the Ministry for Education and Employment, which may be renewed for further periods.

2.2 The position of a College Precincts Officer is subject to a probationary period of twelve (12) months.

3.0 Salary pegged to the position

3.1 The salary attached to the position of a College Precincts Officer is equivalent to Salary Scale 11, (which in 2017 is €17,113.98 per annum rising by annual increments of €375.17 up to a maximum of €19,365.00).

3.2 A College Precincts Officer is entitled to an all inclusive allowance of €3,000 per annum without entitlement to any additional remuneration, which covers the use of the selected officer's personal telephone and private car, which is essential for his/her continuous mobility in the performance of his/her duties.

4.0 Duties

4.1 The duties of a College Precincts Officer include:

- planning, coordinating, performing and ensuring the implementation of the general repair and maintenance, general cleaning, gardening and landscaping, safety and security, within the facilities and grounds of the schools forming part of the College;
- with regard to general repairs and maintenance, managing all repair and maintenance intervention requests raised by the Heads of the schools forming part of the College, processing such requests as necessary and ensuring the timely implementation of related remedial works;
- with regard to general cleaning, ensuring that all facilities and grounds of the schools forming part of the College are kept clean, safe and secure at all times;
- with regard to gardens and landscape areas, ensuring that such areas are kept clear and clean, and appropriately embellished and flowering at all times;
- with regard to security, ensuring that the facilities and grounds of the schools forming part of the College, benefit from proper systems of security;
- ensuring that signage, as approved by the Principal and/or the Head of School, is adequately installed and maintained both within the school buildings and external to the school buildings but related to the school;
- managing and being responsible for all non-teaching and non-clerical staff forming part of the College including general hands, labourers, cleaners, gardeners, watchmen, and all such personnel from both the public service and the public sector that may be assigned or detailed to his/her charge within the College;
- ensuring and monitoring the attendance and punctuality of all employees under his/her charge, including clocking in and out, vacation and sick leave, overtime, and other;
- setting quality standards on all tasks carried out by each employee, ensuring that all such tasks are carried out efficiently and economically within agreed timeframes;
- prioritizing, assigning and coordinating work orders to employees entrusted under his/her administration and control;
- working and developing teamwork skills among these employees;

- training and supervising the work of employees, to identify the individual skills of each employee and to utilize their competencies flexibly within the schools forming part of the College;
- establishing and maintaining effective working relationships with employees, as well as with Heads of School, and other senior officers within the related structures;
- promoting and maintaining safe working practices, conditions and environment, for such employees, for all other school staff, students and other third parties;
- exercising independent judgement and initiative in coordinating all the related works, making recommendations for remedial works to be undertaken, planning, assessing and assigning work orders, following up works in progress, and generally seeing that efficient and effective works are carried out by all staff falling under his/her responsibility;
- acting on his/her own initiative as well as on reports received, to ensure the regular repair and maintenance, especially through preventive maintenance, the general cleaning, gardening and landscaping, safety and security, of the buildings, equipment and furniture, apertures, mechanical and electrical installations, and grounds of the schools forming part of the College;
- ensuring that all orders and payments are recorded and full compliance to all of the public procurement and government financial regulations are adhered to;
- ensuring that the school buildings, services, furniture, apertures, equipment, installations and systems are properly maintained and functional;
- assuming responsibility for all stores;
- being familiar with the principles, practices, tools, equipment and materials used in construction and in all phases of general repairs and maintenance, general cleaning, gardening and landscaping and security;
- knowing the physical layout of the facilities and grounds of schools that fall under his/her remit;
- investigating and writing reports on accidents and/or damages to facilities and/or equipment;
- reading, writing and preparing reports, memos and correspondence;
- preparing and calculating estimates on materials and cost for remedial works;
- using public procurement procedures to procure materials, tools and services;
- communicating effectively orally and in writing as required;
- being able to work under pressure;

- performing other duties as may from time to time be assigned to him by the College Principal;
- performing duties under the overall direction of the College Principal and in ongoing collaboration with the College Finance and Administration Officer and the Heads of School within the College;
- performing other duties assigned from time to time as requested by the Senior Management Team within the Education Directorates as related to this position;
- performing any other duties according to the exigencies of the Public 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 Public Officers or Public Sector employees currently performing duties in the Public Service or RSSL employees who are:

- (i) able to communicate in both the English and Maltese languages;
- (ii) in possession of a clean valid driving licence;
- (iii) in possession of a recognised qualification at MQF level 3 in IT Office Application Skills (*); **and**
 - (a) in possession of a recognised pertinent qualification 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) in possession of a recognised pertinent diploma at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent with regard to programmes commencing as from October 2003); **OR**
 - (c) a Public Officer, or Public Sector employees currently performing duties in the Public Service or RSSL employees, in a salary scale not below Scale 16 in the Public Service or in a comparable level of responsibility within RSSL or another Public Sector entity and four (4) years relevant work experience;

(*) It is clarified that reference to IT Office Application Skills, covers any successfully completed CDRT/ECDL/NCHFE accredited course at MQF Level 3. Applicants not in possession of a recognised MQF level 3 qualification in IT Office Application Skills, may also apply on condition that they provide written evidence of competency in Microsoft Word TM, Excel TM and Outlook TM from their Line Manager.

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.

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.

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.

- 5.4 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.

- 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 in paragraph 9.1 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 uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. 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.

- 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 Due consideration will be given to applicants who beside the requisites indicated in paragraphs 5.1 to 5.4, have proven relevant work experience.
- 7.3 A notification of results published can be accessed on: <https://education.gov.mt/en/vacancies/Pages/Published%20Results.aspx>

8.0 Submission of applications

- 8.1 Applications, together with an updated Service and Leave Record Form (GP 47), and a summary of qualifications and experience in the Curriculum Vitae 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 3rd March 2017**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.
- 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 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 the internet connection could lead to difficulties in submission. MEDE cannot be held responsible for any delay due to such difficulties.
- 8.4 MEDE employees only, excluding entities, are to apply for GP 47 by sending an e-mail to 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.
- 8.5 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:
- applicable benefits, conditions and rules/regulations;

- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details (not applicable in view of 8.1);
- retention of documents

may be viewed by accessing the website of the People and Standards Division (PSD) at the address:

<https://opm.gov.mt/en/PSD/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.

Joseph Caruana
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Ministry for Education and Employment