

## APPENDIX A

### MINISTRY FOR EDUCATION AND EMPLOYMENT

#### POST OF ALLIED HEALTH PROFESSIONAL (OCCUPATIONAL THERAPIST) FOR THE PROJECT *LENTI FUQ L-IŻVILUPP TA' WLIEDNA* WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

(as per Ministry's HR pan 2016)

*\*In accordance with clause 3.1 of the current Collective Agreement,  
nomenclatures denoting the male gender include also the female gender.*

#### 1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment, invites applications for the post of an Allied Health Professional (Occupational Therapist) for the Project *Lenti fuq l-Iżvilupp ta' Wliedna* within the Ministry for Education and Employment (MEDE)

#### 2.0 Terms and Conditions

2.1.1 The salary for the post of Allied Health Professional (with Diploma) is Salary Scale 12 which in 2016 is €15,972 per annum, rising by annual increments of €354 up to a maximum of €18,096.00.

2.1.2 An Allied Health Professional (with Diploma) will progress to Salary Scale 10 (€18,127.98 x €407.67 - €20,574), subject to satisfactory performance on completion of 5 years of service in the grade.

2.1.3 Furthermore, an Allied Health Professional (with Diploma) will progress to Salary Scale 9 (€19,320.00 x €447.33 - €22,004.00) subject to satisfactory performance, on completion of 10 years of service in the grade of an Allied Health Professional (with Diploma) Salary Scale 10.

2.2.1 The salary for the post of Allied Health Professional (with Degree) is Salary Scale 10 which in 2016 is (€18,127.98 x €407.67 - €20,574).

2.2.2 An Allied Health Professional (with Degree) will progress to Salary Scale 9 (€19,320.00 x €447.33 - €22,004.00) subject to satisfactory performance, on completion of 2 years service in the grade.

2.3.1 The salary for the post of an Allied Health Professional (with Degree) in possession of a recognised qualification (Master's) at MQF Level 7 is Salary Scale 10 and will progress to Salary Scale 8 (€20,619.02 x €486.83 - €23,540.00) upon completion of two (2) years service in the grade as Allied Health Professional (with Degree) subject



to satisfactory performance.

- 2.3.2 Provided that any applicant in possession of a recognised qualification (Master's) at MQF Level 7, and who have a minimum aggregate of two (2) years satisfactory performance in the grade of an Allied Health Professional service with the Government, shall be immediately placed in the relevant step of Salary Scale 8 in accordance with the provisions stipulated in the PSMC from time to time. Upon being placed in Salary Scale 8, these Allied Health Professionals will have to undertake the competency programme and evaluation framework in order to progress further in the relevant career path.
- 2.4 The selected candidate will be entitled to such other benefits/allowances and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent Union.
- 2.5 The appointment, is subject to a probationary period of one year, and is subject to the rules governing from time to time the Malta Public Service in general and and the Project Leader or his/her delegate in particular.
- 2.6 The salary of an Allied Health Professional may be co-financed through EU funds until December 2020. From then onwards (January 2021), the salary of an Allied Health Professional will be covered through National Funds.

### 3.0 Duties

- 3.1 The duties of an Allied Health Professional (Occupational Therapy) include:
- Independently managing children with needs in areas of education, leisure and self-care who have been referred via the National Screening Project *Lenti fuq l-Iżvilupp ta' Wliedna*;
  - Forming part of a Transdisciplinary team in the assessment, intervention and implementation of Assistive Technology and AAC which includes Occupational Therapists and LSAs;
  - Assessing the occupational performance (functional) needs of children and planning and managing child-centred interventions within the school setting, homes and childcare centres, involving families, teachers, learning support assistants and other educators in the therapy process where appropriate;
  - Supporting classroom teachers, special educators, learning support assistants, school personnel and parents in the development of a variety of strategies to implement AAC and AT programmes to meet the individual educational needs of students. This may involve offering advice on changes and adaptations to the physical, sensory, learning and social environments involving the child in the process as appropriate;
  - Maintaining/optimising the child's functional ability and independence to



provide help and advice to children, their families and educators in school, educators in childcare centres and at home by teaching and demonstrating the use of equipment and employing specific, selected and graded activities;

- Documenting, monitoring and evaluating intervention and providing assessment as well as progress reports on children referred to the service as stipulated by the Departmental Policies and Procedures;
- Preparing written reports of Occupational Therapy evaluation and intervention as well as detailed reports of Occupational Therapy needs in relation to education that may be used for children's individual educational plans (IEPs). Reports may be joint reports with other Team Members;
- Conducting training sessions with educational staff on therapeutic strategies that can help the child succeed better in the classroom and in the community, hence minimising the need for continuous individual support;
- Providing junior staff, including undergraduate students, the opportunity to gain experience under supervision;
- Participating in research projects;
- Engage in Continuing Professional Development in accordance with the Competency Programme and Evaluation Framework;
- Performing any other duties assigned from time to time as requested by the Project Leader and his/her delegate.
- Carrying out other duties as may be determined from time to time by the Permanent Secretary MEME;
- Carrying out other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 Further details on duties may be obtained from Student Services on telephone number 212855876.

#### 4.0 Eligibility requirements

4.1 By the closing time and date for this call for applications, applicants must be:

- (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 Citizenship and Expatriates Department 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. The Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in the Maltese and English Languages; and
- (iii) in possession of a certificate of registration as a Occupational Therapist with the Council for Professions Complementary to Medicine (Malta); and
- (iv) in possession of a recognised qualification (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) in Occupational Therapy; or
- (v) in possession of a recognised qualification (Degree) 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 Occupational Therapy; or
- (vi) in possession of a recognised qualification (Degree) at MQF level 6, (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) Occupational Therapy and a related recognised qualification (Masters) at MQF level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008).

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. These applicants will be expected to have a certificate of registration as Occupational Therapist with the Council for the Professions Complementary to Medicine (Malta) to commence employment should they be offered the post.

(vii) of good moral conduct (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.

4.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1, have proven relevant work experience.

4.3 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

## 5.0 Submission of supporting documentation

5.1 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. 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. Scanned copies sent electronically are acceptable.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

## 6.0 Selection procedure

6.1 Eligible applicants will be assessed by a selection board to assess 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 <https://education.gov.mt/en/Pages/vacancies.aspx>.

6.2 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

## 7.0 Submission of applications



- 7.1 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 **noon (Central European Time) of Monday, 26th September 2016**. An automatic receipt will be sent to your email informing you that your application was submitted successfully.
- 7.2 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 for any delay due to such difficulties.
- 7.3 MEDE employees only, excluding entities, are to apply for GP 47 by sending an email to [records.mede@gov.mt](mailto:records.mede@gov.mt), indicating clearly the applicant's full name & surname, Identity Card number, Grade, telephone number, and 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 email while the original will be sent to the selection board.
- 7.4 Further details concerning the submission of the applications are contained in the general provisions referred below.

## 8.0 Other General Provisions

- 8.1 Other general provisions concerning this call for applications, with particular reference to:
- the probationary period and other conditions;
  - reasonable accommodation for registered persons with disability;
  - submission of recognition statements in respect of qualifications;
  - publication of the result;
  - medical examination;
  - the process for the submission of petitions concerning the result;
  - access to application forms and related details,

may be viewed by accessing the website of the Public Administration HR Office at the address <https://opm.gov.mt/en/PAHRO/RESOURCING/Documents/Forms%20and%20Templates/GENERALPROVISIONS-PUBLICCALLFORAPPLICATIONS-POSTS.pdf> or may be obtained from Customer Care Section, Great Siege Road, Floriana VLT 2000 or the Education Office, Fortunato Mizzi Street, Victoria, Gozo VCT 2000. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 6.2 of the General Provisions of this call for applications, the e-mail is [info.education@gov.mt](mailto:info.education@gov.mt)

