

DES 20/2016

HR MEDE Circular no. 27/2016

Ministry for Education and Employment
Education Building
Great Siege Road
Floriana

Date: 2nd September 2016

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

**POST OF ASSISTANT TECHNICAL OFFICER (DESIGN AND TECHNOLOGY)
FOR COLLEGES WITHIN THE MINISTRY FOR EDUCATION AND
EMPLOYMENT**

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

In accordance with clause 3.1 (l) 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 from Public Officers in the Malta Public Sector for the post of Assistant Technical Officer (Design and Technology) for Colleges within MEDE.
- 1.2 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 Terms and Conditions

- 2.1 The salary for the post of an Assistant Technical Officer (ATO) is Salary Scale 13, which in 2016 is €14,981.00 per annum, rising by annual increments of €335.50 up to a maximum of €16,994.00.

3.0 Duties and Responsibilities

- 3.1 A detailed job description of an Assistant Technical Officer (Design & Technology) may be viewed at <http://education.gov.mt/en/Pages/vacancies.aspx>.

4.0 Eligibility Requirements

- 4.1 By the closing time and date of this call for applications, applicants must be Public Officers:
- (a) in the grade of Senior Technician or Senior Tradesman; **OR**

(b) in the grade of Technician or Tradesman in Salary Scale 15, who are in possession, of at least a Higher Technician Diploma (HTD), or an appropriate comparable qualification in Design and Technology.

4.2 The HTD is rated at MQF level 5 within the Malta Qualification Framework. A person in possession of an MQF level 4 appropriate qualification followed by two (2) years proven appropriate experience shall be deemed to satisfy the clause “Higher Technician Diploma or a recognised appropriate comparable qualification”, as specified in paragraph 4.1 (b) above.

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.

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

4.4 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 8.1 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. 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 determine their suitability for the position. The maximum mark for this selection process is **200** and the pass mark is **100**. The Assessment Criteria may be viewed on: <http://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 in the case of Public Officers, (GP 47) 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 19th September 2016**. An automatic receipt will be sent to your e-mail 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 responsible for any delay due to such difficulties.
- 7.3 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, I.D. number, Grade, telephone number, and residential address together with the reference of the said call applied for.
- 7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

8.0 General Provisions

- 8.1 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>.

These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 5.2 of the General Provisions of this call for applications, the fax number is 2598 2264.

Joseph Caruana
Permanent Secretary
Ministry for Education and Employment