

**MINISTRY FOR EDUCATION AND EMPLOYMENT****POST OF EDUCATION OFFICER WITHIN THE MINISTRY FOR EDUCATION  
AND EMPLOYMENT**

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

The Ministry of 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 for the post of Education Officer within the Ministry for Education and Employment for the area - Education Resources.

**2.0 Terms and Conditions**

2.1 The appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of Education Officer is that of Salary Scale 6, which in 2017 is €23,691.02 per annum, rising by annual increments of €596.33 up to a maximum of €27,269.00.

2.3 An Education Officer shall receive an all inclusive allowance of €2,800 per annum as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) on 23rd August 2010.

2.4 The grade of Education Officer is a management post conditioned to general service hours.

**3.0 Duties and Responsibilities**

3.1 The duties and responsibilities of the selected candidate shall be generally those assigned by the respective Directors and includes:

- ensuring that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MEDE are adhered to;
- integrating the gender perspective in programmes and initiatives of the Directorates;
- assisting in the preparation of budgets and business planning;
- collecting and maintaining relevant data and statistics;
- gathering, analysing, researching and evaluating data and using it to plan and

manage services, projects and systems;

- deputising for the Assistant Director/Service Manager as instructed;
- any other duty compatible with the post of Education Officer within MEDE;
- any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Further details of the role of an Education Officer (EO) may be obtained from <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:

- (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 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) be proficient in the Maltese and English Languages;
- (iii) in possession of a Teacher’s Permanent Warrant;

- (iv) Assistant Heads of School, Heads of Department, Inclusive Education Coordinators (INCOs), and School Counsellors in a licensed school who:
- (a) have not less than ten (10) scholastic years teaching experience in addition to four (4) scholastic years service in the grade of Assistant Head of School, Head of Department, INCO, or School Counsellor in a licensed school; **AND**
  - (b) have at least four (4) scholastic years teaching experience in the particular subject/group of subjects or experience in the area/s advertised in the call for applications and for which the application is being submitted.
- (v) In the absence of applications from eligible officers according to paragraph 4.1 (iv) and/or in the absence of successful candidates, eligibility shall be extended to:
- (a) officers in the grades listed in 4.1 (iv) above who have less than four (4) scholastic years experience in the grade listed in 4.1 (iv) but have at least ten (10) years teaching experience and thereafter to:
  - (b) teachers in possession of a relevant recognised qualification, and at least ten (10) scholastic years teaching experience. Both the qualification and the teaching experience need to be in the subject or area for which the vacancy is advertised and for which the application is being submitted.

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

4.3 Teachers who do not possess the necessary eligibility requirements to apply for the post of Education Officer but who claim they possess the necessary qualifications to fulfil the roles and functions of an Education Officer may also apply. Such persons shall be placed on a separate merit reserve list.

4.4 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.5 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); 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).

- 4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.7 Prospective applicants should note the requirement to produce Malta Qualifications and Recognition Information Centre (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 in paragraph 8.1).

## **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 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.
- 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 post. The maximum mark for this selection process is 250 and the pass mark is 150. The Assessment Criteria can be accessed on <https://education.gov.mt/en/Pages/vacancies.aspx>.
- 6.2 Successful candidates will be listed in four (4) separate order of merit lists. List A will contain the order of merit of candidates who satisfy all the requisites as specified in paragraph 4.1 (iv) (a) and (b) above. List B will contain the order of merit of successful candidates who are listed in paragraph 4.1 (v) (a) above. List C will contain the order of merit of successful candidates who are listed in paragraph 4.1 (v) (b) above and the reserve list D will contain those eligible under paragraph 4.3 above. First preference will be given to successful candidates from List A, then to successful candidates from List B then to successful candidates from list C, then to successful candidates from list D which will be considered only if successful candidates from lists A, B and C refuse the post or if no suitable candidates are selected.
- 6.3 Due consideration will be given to applicants who, besides satisfying the requisites indicated in paragraph 4.1, are motivated, innovative and experienced in the area applied for, who show a proven track record and knowledge of providing educational programmes that maintain and improve the learning experience of all students, as well as the ability to bring about positive change in the classroom through support and monitoring of pedagogical practice and have proven relevant work experience.
- 6.4 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 Friday 24<sup>th</sup> February 2017**. 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](mailto:records.mede@gov.mt), indicating clearly the applicant's full name & surname, ID number, Grade, telephone number & 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.
- 7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

## 8.0 Other General Provisions

- 8.1 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;
  - medical examination;
  - the process for the submission of petitions concerning the result;
  - access to application forms and related details (not applicable in view of paragraph 7.1);
  - retention of documents,

may be viewed by accessing the website of the People and Standards Division 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.