Ministry for Education and Employment

POST OF EDUCATION OFFICER (SERVICE PROVISION) IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

Nomenclatures denoting the male gender include also the female gender.

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 Educations Regulations 2016) in its recruitment process.

1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications for the post of an Education Officer within the Ministry for Education and Employment:

(i) Education Officer (Service Provision) (EO - SP)

• Education Resources

Terms and Conditions

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

2.2 The salary for the post of an Education Officer is Salary Scale 5, which in 2020 is, €28,326.00 per annum, rising by annual increments of €640.67 up to a maximum of €32,170.00.

2.3 An Education Officer shall benefit from the educator's class allowance, which in 2020 is €4,888 and a Work Resources Fund, which in 2020 is €638. These allowances are subject to yearly increments as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) of the 21st December 2017.

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

Duties

3. The duties of an Education Officer include:

i. ensuring that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MEDE are adhered to;

ii. integrating the gender perspective in programmes and initiatives of the Directorates;

iii. assisting in the preparation of budgets and business planning;

iv. collecting and maintaining relevant data and statistics;

v. gathering, analysing, researching and evaluating data and using it to plan and manage services, projects and systems;

vi. deputising for the Assistant Director as instructed;

vii. any other duty compatible with the post of Education Officer within MEDE;

viii. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

**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 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 licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. be proficient in the Maltese and English languages; and

iii. be in possession of a Teacher’s Permanent Warrant; and

iv. 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 (grade is being assimilated into the grade of HOD) or School Counsellor in a licensed school; and

v. have at least four (4) scholastic years teaching experience in the particular subject/group of subjects or area applied for; and;

vi. be in possession of a full qualification at least 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 the particular subject/group of subjects or area applied for or a comparable professional qualification; and

vii. be serving or have been serving in the past three (3) years within licensed schools/registered educational institutions and/or designated educational authorities as provided for by Maltese legislation in force from time to time.

viii. In cases where a vacancy for Education Officer is for a subject or area within five (5) years of its introduction into the approved curriculum, or no candidate is selected after two (2) consecutive calls, eligibility will be open to candidates who meet all other criteria in 4.1 (i), (ii), (iii), (vi) and (vii) but may not satisfy the years of experience established in 4.1 (iv) and (v) above, adopting such criteria as assessment rather than eligibility criteria.

As provided by clause 34(2) of the Sectoral Agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August 2010, Instructors who have been re-designated as Teachers (Personal Basis) and who satisfy the eligibility criteria outlined in paragraph 4.1 (i), (ii), (iii), (iv), (v), (vi), (vii) and (viii) above, shall be likewise eligible. It is being clarified that years of teaching experience in the grade of Instructor shall be reckonable as teaching experience in terms of paragraph 4.1 (iv), (v), (vii) and (viii) above.
This current scholastic year (2019-2020) is reckonable as part of the required applicant’s years of experience. Chosen applicants performing classroom duties may not be released until the beginning of the new scholastic year, which starts on 1st September 2020 according to the exigencies of MEDE.

Public Officers applying for this post must be confirmed in their current appointment.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master’s qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

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, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized higher MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, as per the education sectoral agreement signed by the Government and the Malta Union of Teachers (MUT) on 21st December 2017, the eligibility criteria mentioned in paragraphs 4.1 (i) to (viii) above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.

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 an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; 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 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).

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the edurecruitment portal https://edurecruitment.gov.mt.

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

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 200 and the pass mark is 120.
6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.3, have proven relevant work experience.

Submission of Applications

7.1 Applications are to be submitted, through the Online Education Recruitment Portal ONLY at the following address [http://edurecruitment.gov.mt](http://edurecruitment.gov.mt). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, in pdf format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is noon (Central European Time) of Monday, 16th March 2020.

An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

7.2 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

7.3 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.

7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

Other General Provisions

8. 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;
- 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 People & Standards Division at the address [https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx](https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx)

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