

Circular No. HR/MEYR 20/2022

Ministry for Education, Sport, Youth, Research and  
Innovation  
Education Building  
Great Siege Road  
Floriana VLT 2000

Date: 29th July 2022

To: Permanent Secretary,  
Directors General, Directors,  
Heads of College Network, Heads of School (State Only),  
Learning Support Centre Coordinators,  
Heads of Section/Units

**POST OF HEAD OF DEPARTMENT IN THE MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH  
AND INNOVATION**

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR 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.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of Head of Department within the Ministry for Education, Sport, Youth, Research and Innovation for the following area:

- Inclusion

**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 Head of Department is Salary Scale 6, which in the year 2022 is €28,132 per annum, rising by annual increments of €596.33 up to a maximum of €31,710.

2.3. An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent Union.

2.4. The grade of a Head of Department is a management post conditioned to general service hours.

2.5. Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

2.6. Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

## **Duties**

3. The job duties for the post of Head of Department may be viewed in Annex A attached to this Circular.

## **Eligibility Requirements**

4.1. By the closing time and date of this call for applications, applicants must be Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector Organizations, who:

(i) are confirmed in their current grade of Teacher and in possession of a Permanent Teachers Warrant; AND

(a) in possession of a recognised qualification (Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent \*) in Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent \*\*) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; AND

(b) have not less than ten (10) scholastic years teaching experience in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta, of which at least five (5) years would preferably be in a state school;

OR

(ii) are confirmed in their current grade of Learning Support Educator III; AND

(a) in possession of a recognised qualification (Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent \*) in Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent \*\*) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; AND

(b) have not less than thirteen (13) scholastic years performing Learning Support Educator duties in a licensed school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta;

OR

(iii) are confirmed in their current grade of Learning Support Educator II; AND

(a) in possession of a recognised qualification (Diploma) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent \*) in Facilitating Inclusive Education or a comparable professional qualification in the field of education for students with a disability; AND

(b) in possession of a recognised qualification (Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent \*) in Inclusive Education or a comparable professional qualification or a recognised Post-Graduate qualification at Diploma or Degree level at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent \*\*) in Inclusive Education or a comparable professional qualification issued by an institution of higher education duly recognised by the Education Authorities; AND

(c) have not less than fifteen (15) scholastic years performing Learning Support Educator duties in a licensed

school, or in an educational institution established under the Education Act (Capt. 327) or any other law regulating the education sector in Malta.

\* A recognised qualification comparable to 60/180 ECTS/ECVET credits (as applicable), as applicable is only accepted subject to an MFHEA formal recognition statement being submitted with the application.

\*\* A recognised Master's qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MFHEA formal Master's recognition statement being submitted with the application.

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) and (iii) 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 (i) (b), 4.1 (ii) (b) and 4.1 (iii) (c) above.

4.2. 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.

4.3. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

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

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

4.4. (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.5. 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), (ii) and (iii) 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.

4.6. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status

of his/her current appointment from the date of submission of application.

4.8. Prospective applicants should note the requirement to produce MFHEA recognition statements in respect of their qualifications from MFHEA, 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, transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment 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 100% and the pass mark is 50%.

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

### **Submission of Applications**

7.1. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by the applicant). The GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application.

The closing date of the receipt of applications is 13:30 hrs (Central European Time) of Tuesday, 16th August, 2022. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.2. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.3. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.4. 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 or missing documents.

### **Other General Provisions**

8. Other general provisions concerning this call for applications, with particular reference to:

- the 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;
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address

<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>.

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

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Mr Matthew Vella  
Permanent Secretary  
Ministry for Education, Sport, Youth, Research and Innovation