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 Manager II (Research) within the Ministry for Education and Employment.

Terms and Conditions

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

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II (Research) is Salary Scale 7, which in the year 2019 is, €24,153.00 per annum, rising by annual increments of €531.17 up to a maximum of €27,340.00.

2.4 A Manager II (Research) will progress to Salary Scale 6 (€25,779.00 x €596.33 - €29,357.00 in 2019) after three (3) years’ satisfactory service as Manager II in Salary Scale 7.

2.5 The selected applicant shall also be entitled to an annual performance bonus of up to 15% of the basic salary subject to satisfactory performance and subject to Central Administration’s policies in force from time to time.

2.6 On being appointed, a successful candidate would be requested to renounce to any other application/s currently in process within the Public Service which is/are pending at the time of this appointment, without prejudice to SAAC calls (including Assistant Directors).

2.7 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.
a. Successful candidates are to serve in this post for a minimum of two (2) years, without prejudice to applicants for SAAC calls (including Assistant Directors)

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in the area of Research, subject to availability of vacancies and the exigencies of management.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Duties

3 The duties of Manager II (Research) include:

i. Carrying out research analysis on research areas identified by Ministry's management and any other delegated Office within set timeframes;

ii. Ensuring that the Ministry’s Management is kept updated with the most up-to-date research and data available;

iii. Monitoring and following up on completed research to provide analysis of the outcomes and its contribution towards the services;

iv. Acting as liaison with Government Departments/Ministries to collate required effective research areas;

v. Coordinating and vetting the production, presentation, evaluation and dissemination of research reports;

vi. Disseminating the research conclusions, analysis of findings, and making available such information to all interested stakeholders;

vii. Ensuring that there is a high level of communication with Ministry Directorates, Line Departments and Entities to keep them informed about relevant policy developments in specific policy areas within the remit of the Ministry’s portfolio, and provide the necessary support;

viii. Coordinating the consultation process required to draft national position papers to be used during local and international meetings, including the coordination of consultation meetings and networks on a national, European and international level, and meeting tight deadlines to the preparation and provision of the necessary feedback;

ix. Ensuring the collection of relevant journals and publications, and producing summaries of selected articles for internal use within the Ministry or any other delegated Office as required;

x. Being involved in the work of the Ministry’s management staff and playing an active role as a team member;

xi. Participating in the relevant consultation and information fora;

xii. Coordinating research work to identify EU Funding opportunities for corporate projects;

xiii. Attending and representing the Ministry in conferences, meetings and seminars nationally or abroad as may be required;

xiv. Organising a library and a catalogue, and making accessible electronically and/or in a paper format, relevant local and internationally published literature/ policy papers / EU Directives/documents etc. pertaining to the areas of interest to this Ministry;

xv. Carrying out other duties as may be determined from time to time by the Permanent Secretary;

xvi. 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:

Public Officers, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees, **who are confirmed in their current appointment.** Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply.

**AND**

a. in possession of a recognised Masters qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent with regard to programmes commencing as from October 2008) in Statistics or Economics or European Studies or Sociology or Law or Public Policy or Creativity and Innovation or Research and Design or a comparable professional qualification.

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 qualifications as indicated in paragraph 4.1 (a) 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/ECVET credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

4.3 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of Public Officers applying for this post, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

4.4 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 and 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 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 documentation**

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](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 4.3, 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. 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), which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid/unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the Director responsible for People Management of the ministry where they are performing duties, that they are officially performing duties in such ministry.

The closing date of the receipt of applications is noon (Central European Time) of Monday, 02nd December 2019.

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;
- 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://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.

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Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment