

## MINISTRY FOR EDUCATION AND EMPLOYMENT

### POST OF MANAGER II (TRANSPORT AND LOGISTICS) 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 Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education and Employment invites applications for the post of Manager II (Transport and Logistics) in 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 Public Service to be eligible for confirmation of appointment.

2.3 The salary for the post of Manager II (Transport and Logistics) is Salary Scale 7, which in year 2020 is €24,894.00 per annum, rising by annual increments of €531.17 up to a maximum of €28,081.00.

2.4 A Manager II (Transport and Logistics) will progress to Salary Scale 6 (€26,543.00 x €596.33 -€30,121.00 in 2020) on completion of three (3) years service in the grade, subject to satisfactory performance.

2.5 Selected candidates will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of his/her 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 other applications 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 applications 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 specialisation, 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 (Transport and Logistics) include:

i. managing and supervising the implementation of Transport policy approved by the Ministry for Education;

- ii. managing and supervising the planning, managing and coordination of the day-to-day running of the School Transport Section and/or MEDE Transport Section and recommending and implementing better practices;
- iii. proposing, managing and supervising improvements to the existing School Transport and MEDE Transport Section system;
- iv. managing, supervising and scrutinising cases that do not fall within the approved policy and procedures of the School Transport and MEDE Transport Section system, flagging them to the head of section and recommending appropriate action to be taken;
- v. managing and supervising the accounting and procurement needed for the School Transport Section and MEDE Transport Section
- vi. managing and supervising the requested transport needs from officers serving within the Ministry and Directorates, and managing the comprehensive transport register;
- vii. managing and coordinating to ensure the maintenance and repair of government-owned vehicles;
- viii. managing and ensuring that all leasing process and purchasing of vehicles are in accordance with Transport Regulations;
- ix. managing and supervising the collation, compilation and preparation of the school transport routes forming part of the route register according to the demands made by state colleges, non-state schools and education sections/units and facilities;
- x. managing the communication of details of transport routes to the respective providers, state and non-state schools and other entities which are benefiting from the School Transport and/or MEDE Transport Section services;
- xi. managing complaints and ensuring that they are followed and actioned according to the School Transport and/or MEDE Transport Section policy and transport agreements;
- xii. managing and supervising the School Transport Section and MEDE transport Section to ensure on time delivery of high-quality output, with effective working methods and good communication;
- xiii. managing and supervising the implementation of recommendations given;
- xiv. supervising changes in schedule as requested by state colleges, non-state schools and education facilities to ensure that these changes are forwarded to operators for necessary action and ensuring that notifications sent are recorded;
- xv. managing and supervising the collating of information of incidents and supervising the applying penalties as per established agreements;
- xvi. managing and supervising onsite visits in relation to queries that affect the traffic management of existing School Transport and/or MEDE Transport Section routes;
- xvii. managing and supervising the issue of quotes and payments related to the School Transport and MEDE Transport Section;
- xviii. participating in (information and training) sessions to enhance skills;
- xix. managing and supervising the preparation and maintenance of information on existing School Transport and/or MEDE Transport Section databases and supervising the smooth running of MEDE's GIS tracking system;
- xx. managing and supervising the necessary action taken in case of car accidents in accordance with PSMC regulations;
- xxi. managing and authorising the monitoring and ensuring the proper filing in of transport log books in terms of PSMC regulations;
- xxii. managing and supervising updating of records on the Fleet Management System;
- xxiii. managing and supervising verifying the monthly reports and preparing the statement of reports for payment

purposes;

- xxiv. managing and supervising the coordination between the Accounts department of MEDE and the School Transport Section and MEDE Transport Section about matters related to transport operations;
- xxv. working on own initiative and as well as within a team;
- xxvi. any other task that may be required by the Education Departments/Directorates from time to time related to School Transport and/or MEDE Transport Section operations;
- xxvii. 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. able to communicate in Maltese and English Languages;

AND

iii. in possession of a recognized 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 Transport & Logistics, Customer Care, Logistics, Public Administration, Public Management, Business, Event Management, Tourism, Project Management, Management Studies, Business Administration, Creativity and Innovation, Quality Assurance Management, Statistics, Geographical Information Systems (GIS), Geography, Marketing, or Spatial Planning or a comparable professional qualification.

**Public Officers applying for the 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.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1 (iii) will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a

higher recognized 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 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).

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

4.5 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 on <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 - 4.4, have proven relevant work experience.

### **Submission of applications**

7.1 Applications are to be submitted, for the attention of the Ministry for Education and Employment, through the Edurecruitment 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) / 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, 9th March 2020**. A computer-generated e-mail will be sent as an acknowledgement of the application. Should you require assistance with the application kindly contact Edu\_Servizz.gov.on telephone number 153. Further details concerning the submission of applications are contained the general provisions referred to below.

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.

### **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;
- medical examination;
- 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 applications.