To: Permanent Secretaries
   Directors-General
   Directors
   Heads of Public Sector Organisations

POST OF PRINCIPAL TECHNICAL OFFICER 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.

1.1 The Permanent Secretary, Ministry for Education and Employment invites applications for the post of
Principal Technical Officer 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 The salary for the post of Principal Technical Officer is Salary Scale 9, which in 2019 is, €21,252 per
annum, rising by annual increments of €447.33 up to a maximum of €23,936.

Duties

3.1 The duties of a Principal Technical Officer are related to the teaching of subjects
(academic/vocational/applied) which require the use of laboratories, workshops and/or similar indoor/outdoor
setups within the state schools sector. These include:

Resources

☐ Monitoring the capital expenditure procurement process;

Health & Safety

☐ Ensuring full compliance with Health & Safety regulations as provided for in related legislation in force in the
Maltese islands and as advocated by international standards;

Record Keeping
Ensuring that a digital and up-to-date inventory of resources and other related materials is kept;

**Infrastructure**

- Ensuring the reliable installation of all wiring, peripherals, furniture, utilities and any other related items;

**Other**

i. Ensuring that a good working relationship between technical staff and teachers/members of the Senior Management Team is maintained at all times;

ii. Consulting with the respective Education Officers and Heads of school as required;

iii. Ensuring that all technical grades liaise with their respective Education Officers;

iv. Acting as a mentor to Senior Technical Officers and ensuring that mentoring processes are in place at all technical grade levels;

v. Attending meetings, training, seminars and staff development sessions as may be deemed necessary by the Education Directorates, both locally and abroad;

vi. Ensuring the timely compilation of reports, in English and Maltese, as and when required;

vii. Scheduling, coordinating and supervising the duties of Senior Technical Officers and Technical Officers;

viii. Identifying priority areas within the performance management programme of Senior Technical Officers and Technical Officers and appraising the performance on standard criteria within a stipulated time frame;

ix. Ensuring that a system of enforcement of good conduct, discipline, punctuality, safety and welfare of all the technical grades under his/her remit is in place at all times;

x. Maintaining an up-to-date human resources database of all technical grades within the Education Directorates;

xi. Keeping abreast and conversant with all relevant and applicable legislation and developments in the Education Sector;

xii. Representing his/her superiors as required;

xiii. Conducting site visits necessary to fulfill the functions of this post;

xiv. Liaising with subject and area EOs and conducting ongoing training needs analysis for all the technical grades;

xv. Coordinating and organising continuous professional development sessions for all technical grades at least once every three years;

xvi. Acting as chairperson or member on selection boards when recruiting technical staff;

xvii. Creating networking opportunities for technical grades both locally and abroad such as participation in EU funded projects;

xviii. Ensuring that adequate liaison is carried out with the relevant entities/authorities when approval for the installation of software and procurement of hardware is required;

xix. Performing other duties as may be deemed appropriate by the Education Directorates;

xx. Performing the above duties and responsibilities in Malta and Gozo;

xli. Performing any other duties as directed by the Director General DES;

xlii. Performing 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 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:

(a) have been assimilated as "Officer in Grade 9" or "Officer in Grade 8" in terms of the Agreement on the Classification, Regrading and Assimilation of the Technical Class and whose appointment in such grade has been confirmed; OR

(b) are confirmed in the grade of Senior Technical Officer, are in possession of at least a Higher Technician Diploma (HTD) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent) in a related technical area or a comparable qualification at MQF Level 5, and who have not less than five (5) years' experience in site project management and/or workforce supervision; OR

(c) have been assimilated in the grade of Senior Technical Officer in terms of the Agreement on the Classification, Regrading and Assimilation of the Technical Class, are confirmed in such appointment, and have at least a total of five (5) years' service in this new grade or in the previous grades of Technical Officer I and Technical Officer II.

The Higher Technician Diploma is rated at Level 5 within the Malta Qualification Framework (subject to a minimum of 60 ECTS/ECVET credits, or equivalent). A person in possession of an MQF Level 4 appropriate recognised qualification (subject to a minimum of 120 ECTS/ECVET credits, or equivalent) following two (2) years' experience shall be deemed to satisfy the clause 'Higher Technician Diploma' or appropriate equivalent qualification found under paragraph 4.1 (b). The two (2) year experience will not however be reckonable for the purposes of computing the five (5) year mandatory requirement in site project management and/or workforce supervision.

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. 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, 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.

4.4. 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 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. The applicant is to be informed of any missing documents immediately after the closing date of the call for applications and notified that consequently his application will not be considered further, unless justifiable reasons are given by the applicant, to the satisfaction of the Public Service Commission on psc@gov.mt, for any omission or late submission. Such justification should be sent to the PSC within five working days from the date of the aforementioned notification.

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, together with an updated Service and Leave Record Form (GP47) which has been issued not earlier than one (1) month from the date of application and a summary of qualifications and experience in the curriculum vitae are to be submitted through the online education recruitment portal ONLY at the following address http://edurecruitment.gov.mt by not later than noon (Central European Time) of Monday, 4th November 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 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 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;
- 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
Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment