

MEDE 750/2016

**HR/MEDE Circular No. 42/2016**

*Ministry for Education and  
Employment  
Education Building  
Great Siege Road,  
Floriana  
VLT 2000*

Date: 9<sup>th</sup> December 2016

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

**POST OF PRINCIPAL TECHNICAL OFFICER WITHIN THE MINISTRY FOR  
EDUCATION AND EMPLOYMENT**

**(as per approved Ministry's HR plan 2016)**

**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.**

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

**1.0 Introduction**

1.1 The Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications from Public Officers in the Malta Public Service for the post of Principal Technical Officer within the Ministry for Education and Employment. Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

**2.0 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 2016 is €19,320.00 per annum, rising by annual increments of €447.33 up to a maximum of €22,004.00.

**3.0 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

- Ensuring that a good working relationship between technical staff and teachers/members of the Senior Management Team is maintained at all times;
- Consulting with the respective Education Officers and Heads of school as required;
- Ensuring that all technical grades liaise with their respective Education Officers;
- Acting as a mentor to Senior Technical Officers and ensuring that mentoring processes are in place at all technical grade levels;
- Attending meetings, training, seminars and staff development sessions as may be deemed necessary by the Education Directorates, both locally and abroad;
- Ensuring the timely compilation of reports, in English and Maltese, as and when required;

- Scheduling, coordinating and supervising the duties of Senior Technical Officers and Technical Officers;
- 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;
- 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;
- Maintaining an up-to-date human resources database of all technical grades within the Education Directorates;
- Keeping abreast and conversant with all relevant and applicable legislation and developments in the Education Sector;
- Representing his/her superiors as required;
- Conducting site visits necessary to fulfill the functions of this post;
- Liaising with subject and area EOs and conducting ongoing training needs analysis for all the technical grades;
- Coordinating and organising continuous professional development sessions for all technical grades at least once every three years;
- Acting as chairperson or member on selection boards when recruiting technical staff;
- Creating networking opportunities for technical grades both locally and abroad such as participation in EU funded projects;
- 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;
- Performing other duties as may be deemed appropriate by the Education Directorates;
- Performing the above duties and responsibilities in Malta and Gozo;
- Performing any other duties as directed by the Director General DES;
- Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

#### **4.0 Eligibility requirements**

4.1 By the closing time and date of this call for applications, applicants must be Public Officers:

- (i) who in terms of the Agreement on the Classification, Re-grading and Assimilation of the Technical Class have been assimilated as “Officers in Grade 9” or “Officers in Grade 8”; OR
- (ii) in the grade of Senior Technical Officer who are in possession of a recognised qualification (Higher Technician Diploma - HTD) at MQF level 5 (subject to a minimum of 60 ECTS/ECVET or equivalent, with regard to programmes commencing as from October 2003) and who have not less than five (5) years experience in site project management and/or workforce supervision; OR
- (iii) in the grade of Senior Technical Officer who have at least a total of five (5) years service in the grade and, or in the previous grades of Technical Officer I and Technical Officer II.

4.2 The Higher Technician Diploma is rated at MQF level 5 within the Malta Qualifications Framework. A person in possession of a recognised qualification at MQF level 4 (subject to a minimum of 120 ECTS/ECVET or equivalent, with regard to programmes commencing as from October 2003), followed by two (2) years proven appropriate experience shall be deemed to satisfy the clause ‘Higher Technician Diploma’ found under paragraph 4.1(ii). The said two-year period, will not however be reckonable for the purposes of computing the five-year mandatory requirement in site project management and/or work force supervision.

4.3 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.

4.4 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 by the closing time and date of the call for applications.

4.5 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.

4.6 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 paragraph 8.1 below).

## **5.0 Submission of supporting documentation**

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.

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

## **6.0 Selection procedure**

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability in rank order for the post. The maximum mark for this selection process is 200 and the pass mark is 100. The Assessment Criteria may be viewed at <http://education.gov.mt/en/Pages/vacancies.aspx>.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1 to 4.4 have proven relevant work experience..

6.3 A notification of results published can be accessed on: <https://education.gov.mt/vacancies/Pages/Published%20Results.aspx>.

## **7.0 Submission of Applications**

7.1 Applications, together with an updated Service and Leave Record Form (GP 47) in the case of Public Officers, and a summary of qualifications and experience in the European Curriculum Vitae Format are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **noon (Central European Time) of Tuesday 27<sup>th</sup> December 2016**. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

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 MEDE employees only, excluding entities are to apply for GP 47 by sending an e-mail to [records.mede@gov.mt](mailto:records.mede@gov.mt), indicating clearly the applicant's full name & surname, ID number, Grade, telephone number & residential address together with the reference of the said call applied for. A copy will be sent to the applicant and the original will be sent to the selection board.
- 7.4 Further details concerning the submission of applications are contained in the general provisions referred to below.

## **8.0 Other General Provisions**

- 8.1 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 (not applicable in view of paragraph 7.1);
  - retention of documents,

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

<https://opm.gov.mt/en/PSD/RESOURCING/Pages/Forms%20and%20Templates/Forms-and-Templates.aspx> . These general provisions are to be regarded as an integral part of this call for applications.

Mr. Joseph Caruana  
Permanent Secretary  
Ministry for Education and Employment