

MINISTRY FOR EDUCATION AND EMPLOYMENT**POST OF PSYCHOLOGIST WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT**

(As per Ministries' 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 for the post of Psychologist, within the Ministry for Education and Employment.

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 a Psychologist is Salary Scale 8, which in 2016 is €20,619.02 per annum, rising by annual increments of €486.83 up to a maximum of €23,540.00.

2.3 A Psychologist will progress to Salary Scale 7, currently €22,043.98 x €531.17 to €25,231.00, on completion of four (4) years service in the grade, subject to satisfactory performance.

2.4 A selected candidate will be entitled to a Psychology Class Allowance of €1,400 per annum, as stipulated in the "Agreement pertaining to the Psychology Class between the Government of Malta and the Malta Union of Professional Psychologists" signed on the 23rd October, 2012.

2.5 Successful applicants eligible under terms of paragraph 4.2 (iv) will be employed as Psychology Assistants in Scale 10 until they obtain the warrant to practise the profession of Psychology in Malta. On obtaining the warrant to practise as Psychologists in Malta, they will progress to Salary Scale 8.

3.0 Duties

3.1 A Psychologist will be expected to have the necessary skills and experience to carry out his work effectively with clients. The main responsibilities of a Psychologist amongst others include:

- assessing students' psychological and educational needs;
- delivering psychological interventions, therapy and follow-ups;
- supporting students in educational settings;
- delivering such work in colleges and in the respective schools and in other settings as necessary;
- offer support to parents, college staff and school staff;
- work in close collaboration with the College Education Psycho-Social team, School Management Teams, the Student Services Department (SSD), and other professionals employed with other governmental entities and also with non-governmental agencies, thereby ensuring maximum utilisation of resources for the benefit of the student;
- ensuring that records and logging systems are well kept regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;
- supporting children and young people in both mainstream and specialised settings who are experiencing difficulties in their learning and development, thus assisting them to derive the full benefit of Education;
- assisting the Managing Psychologist in audit and research projects;
- making use of Information Technology systems which may be in operation within MEDE;
- being accountable to the Managing Psychologist, the Service Manager Education Psycho-Social Services and the Director Student Services Department;
- performing any other duties according to the exigencies of the Public Service 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.

A detailed job description for the post of Psychologist can be obtained from the website: <https://education.gov.mt/en/Pages/vacancies.aspx>.

- 3.2 The nature of the Psychologist's work requires the application of a flexible working-pattern centred round the needs of the clients.
- 3.3 A Psychologist will be expected to use his own means of transport for his work. He will be entitled to the appropriate approved allowance.
- 3.4 A selected candidate may also be required to perform duties in Gozo.

4.0 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 worker; or
- (d) 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 national who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Citizenship and Expatriate Department 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 license 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 the Maltese and English languages;
- (iii)
 - (a) in possession of a recognised Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVETS, or equivalent, with regard to programmes commencing as from October 2008) in Psychology; AND
 - (b) registered as Psychologist with the Malta Psychology Profession Board; AND
 - (c) in possession of a Warrant to practice the Profession of Psychology in Malta;
- (iv) In the absence of applications from eligible applicants according to paragraph 4.1 (iii) above and/or in the absence of successful candidates, eligibility shall be extended to applicants who have not yet formally obtained a warrant to practise the profession of Psychology in Malta and/or who are not yet registered as

Psychologists with the Malta Psychology Profession Board, provided that they submit evidence that their academic training is acknowledged by the Malta Psychology Profession Board as suitable to qualify a person for a warrant to practise the profession of Psychology in Malta and be registered with the Malta Psychology Profession Board, after the prescribed period of supervised practice is completed.

- 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 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.

- 4.3 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 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); 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).
- 4.5 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 Applicants should nominate two independent persons to act as referees. Applicants should ask the referees to write under confidential cover directly to the Chairperson of the Selection Board, Post of Psychologist c/o Customer Care, Education Building, Great Siege Road, Floriana, VLT 2000. Members of the Parliament of Malta, Members of the European Parliament, Local Councillors, Public Service employees and relatives of the applicants are not suitable to act as referees.
- 4.7 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 in paragraph 8.1 below).

5.0 Submission of Supporting Documentation

- 5.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application through the edurecruitment portal: <https://edurecruitment.gov.mt>. Qualifications must be accompanied by a transcript in English (Diploma/Certificate supplement), 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 for the post. The maximum mark for this selection process is 200 and the pass mark is 100. The Assessment Criteria can be accessed on <https://education.gov.mt/en/Pages/vacancies.aspx>.
- 6.2 Successful applicants will be listed in two (2) separate order of merit lists. List A will contain the order of merit of applicants who satisfy all the requisites as specified in paragraph 4.1 (i) to (iii) above. List B will contain the order of merit of successful candidates who are listed in paragraph 4.1 (iv) above. First preference will be given to successful candidates from List A, then to successful candidates from List B provided that a vacancy is still available.
- 6.3 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1-4.3, have proven relevant work experience and training in working with children and/or adolescents.
- 6.4 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 **(Central European Time) noon of Tuesday 27th 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, 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;
- medical examination;
- 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.