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 Social Worker 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 The salary for the post of Social Worker is Salary Scale 10, which in the year 2019 is €19,958.00 per annum, rising by annual increments of €407.67 up to a maximum of €22,404.00.

2.3 A Social Worker will progress to Salary Scale 9, which in the year 2019 is (€21,252.00 x €447.33 - €23,936.00) on completion of 2 years service in the grade, subject to satisfactory performance and is in possession of a Warrant to practice as a Social Worker.

2.4 A Social Worker (Salary Scale 9) will progress to Social Worker Salary Scale 8, which in the year 2019 is (€22,645.00 x €486.83 - €25,566.00) after eight (8) years of satisfactory performance in the grade.

2.5 A Social Worker in Salary Scale 8 who is in possession of a recognised Masters’ qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regards to programmes commencing as from October 2008) related to Social Work, shall benefit from an extended salary scale on the basis of a Masters’ degree and after twelve (12) months on the maximum of Salary Scale 8, following an interview and subject to satisfactory performance. S/he shall retain the grade of Social Worker. In such circumstances s/he shall be placed into Salary Scale 7. Upon being placed in salary scale 7 the qualification allowance stipulated in the PSMC shall cease to be paid.

2.6 The selected candidate will be entitled a non-pensionable allowance of €1,000 per annum as contemplated in the Memorandum of Understanding regarding the Social Class signed on 1st February 2008 between the UHM and the Government of Malta that shall continue to be awarded to officers in the respective grades falling under the Social Class and who have a warrant to practice as Social Worker.

2.7 The selected candidate will be entitled to a Continuous Professional Development (CPD) allowance of €700 per year as per agreement between MUMN and MEDE, payable against the provisions of receipts and in line with policies applicable for Social Workers at the Ministry for Health.

2.8 During the probation period the chosen candidate has to work/attend an introductory phase during which intensive information is given by the Department of National School Support Services and can also be asked to attend training organised by other entities within the Department of National School Support Services.

Duties

3.1 The duties of Social Worker include:

i. carrying out home, school, office or other visits to assess the needs of children and learners referred to the
service;

ii. working in close collaboration with the College Education Psycho-Social team, School Management Teams, the National School Support Services, and professionals employed with other Government entities and non-Governmental Agencies, thereby ensuring maximum utilisation of resources for the benefit of their clients;

iii. promoting and disseminating the Addressing Attendance in Schools Policy, Strategy and Procedures with students, parents and school staff accordingly, and implementing the relevant measures as indicated in the Addressing Attendance in Schools Strategy and Implementation;

iv. ensuring the law on compulsory education is adhered to by parents, keeping track of truant students and addressing issues that are leading to absenteeism;

v. preparing for and participating in Regional Tribunal Sittings;

vi. maintaining regular working links with the Social Work Service (SWS) administrative office at NSSS;

vii. ensuring that records and logging systems are well kept regarding all interventions carried out with each students whilst ensuring confidentiality at all times in accordance with legal provisions;

viii. any other duties according to the exigencies of the Public Service as directed by the Permanent secretary, MEDE;

ix. performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 Further details of the job description for the post of Social Worker may be obtained from http://education.gov.mt/en/vacancies/Pages/Vacancies.aspx

3.3 The role of the Social Worker primarily entails carrying out effective social work assessment and interventions with children, learners and their families. A selected candidate must ensure that service users are provided with a professional standard of social work through accurate assessments as well as the provision of professional and timely interventions. Responsibilities include maintaining required documentation, case management, report writing, the use of case conferences and case reviews to ensure holistic and integrated interventions, consultation, team work, and crises intervention.

3.4 A Social Worker can be deployed to perform duties in State Colleges, Primary and/or Secondary Schools, Resource Centres, Learning Support Centres and any other educational institutions, according to the exigencies of the Public Service and MEDE in particular.

**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 the Maltese and English Languages;

(iii) (a) in possession of the warrant issued by the Malta Social Work Profession Board; AND

(b) in possession of a recognised qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Social Work or a comparable professional qualification; OR

(iv) in possession of the qualification mentioned in paragraph 4.1 (iii) (b) above and who are eligible for the warrant mentioned in paragraph 4.1 (iii) (a) above, on condition that following the completion of an aggregate period of at least two (2) years full-time (or its equivalent in part-time) professional practice under the supervision of a warranted social worker, the selected candidate will be required to apply for a Social Worker’s warrant and until such time as s/he is awarded the required warrant, s/he will be on probation and under supervision.

Public Officers applying for this 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. A Master’s qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008

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.

4.3 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 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).

4.5 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).

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.
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 - 4.3, 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](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, 23rd 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;
- 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](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.