

## APPENDIX A

### MINISTRY FOR EDUCATION AND EMPLOYMENT

#### POST OF SOCIAL WORKER FOR THE PROGRAMME “*LENTI FUQ L-IŻVILUPP TA’ WLIEDNA*” WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

(as per Ministry’s HR plan for the year 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 Educations 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 a Social Worker for the Programme “*Lenti fuq l-Iżvilupp ta’ Wliedna*” within the Ministry for Education and Employment.

#### 2.0 Terms and Conditions

2.1 This appointment is subject to a probationary period of 12 months.

2.2 The salary for the post of a Social Worker is Salary Scale 10, which in 2016 is, €18,127.98 per annum, rising by annual increments of €407.67 up to a maximum of €20,574.00.

2.3 A Social Worker will progress to Salary Scale 9 (€19,320.02 x €447.33 - €22,004.00) on completion of two (2) years satisfactory service in the grade.

2.4 Furthermore, Officers in the grade of Social Worker (Salary Scale 9) shall progress to Social Worker Salary Scale 8 (€20,619.02 x €486.83 - €23,540.00) after eight (8) years of satisfactory performance in grade.

2.5 A Social Workers in Scale 8 who is in possession of a Masters (MQF Level 7) qualification related to Social Work, shall benefit from an extended salary scale on the basis of his/her Masters degree and after 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 salary of a Social Worker may be co-financed through EU funds until December 2020. From then onwards (January 2021), the salary will be covered through National



Funds.

- 2.7 The appointment, which is subject to a probationary period of one year, subject that the selected candidate has not been appointed in terms of paragraph 4.1 (iv) (dealing with applicants not in possession of the Warrant) is subject to the rules and regulations governing from time to time the Malta Public Service in general and MEDE in particular and involves liability to transfer according to the exigencies of the Malta Public Service.
- 2.8 During the trial period the chosen candidate has to work an introductory phase during which intensive information is given by the Department for Students Services (DSS) and can also be asked to attend training organised by other entities within the Department for Student Services (DSS).

### 3.0 Duties and Responsibilities

3.1 The duties and responsibilities of a Social Worker within MEDE include the following:

- performing all duties of a social worker;
- carry out home, school or office visits to assess the needs of students referred to the service;
- work in close collaboration with the College Education Psycho-Social team, School Management Teams, the DES Student Services Department and other professionals employed with other Government entities and also with non-Governmental Agencies, thereby ensuring maximum utilisation of resources for the benefit of their clients;
- establish and maintain a link between school, home and education authorities and perform any other duty connected with the post that the Project Leader may deem fit;
- deliver relevant interventions in order to ensure needs of children referred are met whilst also aiming to effect long-term positive change to improve the life experiences of vulnerable children;
- work to maintain high standards of professionals practice, working at all times in the best interests of children, ensuring that there are clear evidence based assessments and care plans in place on allocated cases;
- maintain regular working links with the Social Work Service (SWS) administrative office in the Student Services Department;
- support children and adolescents experiencing physical, environmental, emotional or social problems, thus assisting them to derive the full benefits of Education;
- participate in any research tasks that may be undertaken in the field of



social work;

- ability to utilise alternative means of communication in order to undertake effective social work with children;
- perform other duties and *ad hoc* tasks of a social worker nature that the Project Leader may require as requested;
- perform any other duties according to the exigencies of the Service as directed by the Project Leader.
- performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

3.2 Further details on duties may be obtained from Student Services on telephone number 21243523.

3.3 The role of the Social Worker primarily entails carrying out effective social work assessment and interventions with students and their families. Selected candidates 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 will be expected to acquire the necessary skills and experience to be able to work and communicate effectively with:

- children with disabilities as well as their parents and other family members;
- children who, for psycho-social reasons, cannot benefit fully from formal education;
- teaching staff and non-academic staff needing advice and support;
- other agencies and services and their staff.

3.5 A Social Worker is required to perform duties as part of the 24 hour emergency service run by the DES which together with the nature of social work service requires the application of a flexible working-pattern centred around the needs of the clients.

3.6 A selected candidate is obliged to ensure that throughout their employment they remain conversant with current social work issues and practices both nationally and internationally. For this purpose opportunities will be provided for continuous professional development, which opportunities the appointees are expected to utilise to the full. This will help to ensure that a professional standard of service will be delivered at all times.



3.7 A Social Worker will be expected to use his/her own means of transport for his/her work. S/he will be entitled to the appropriate approved allowance.

3.8 An appointee 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 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 Citizenship and Expatriates 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 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**



- (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 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.
- 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 Successful applicants who are still in their final year of studies will only be considered for appointment when the order of merit for successful candidates for the post of Social Worker who already have the required qualification has been exhausted, subject that the applicant has obtained the required qualification, and provided a vacancy is still available.
- 4.4 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.

- 4.5 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).
- 4.6 An appointee in possession of a warrant as per paragraph 4.1 (iii) and 4.1 (v) above, issued by the Malta Social Work Profession Board will be awarded a non-pensionable allowance of €1000 per annum pro-rata.
- 4.7 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.



4.8 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 Social Worker (part-time), 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.

4.9 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).

## 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 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 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 – 4.4, have proven relevant work experience in the field of disability.

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 **(Central European Time) noon 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;
- 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.

