MINISTRY FOR EDUCATION AND EMPLOYMENT

POST OF PSYCHOLOGY ASSISTANT WITHIN 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 Permanent Secretary, Ministry for Education and Employment (MEDE) invites applications for the post of Psychology Assistant within the Ministry for Education and Employment.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months, and the selected candidate will be expected to work general service hours.

2.2 The Salary for the post of a Psychology Assistant is Salary Scale 10 which in 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 psychology Assistant will progress to Salary Scale 9, which in 2019 is, (€21,252.00 x €447.33 - €23,936.00) after two (2) years of satisfactory performance and having acquired an applied qualification / specialised training at MQF level 5 or higher; this in addition to the pre-requisite degree as mentioned in paragraph 4.1 (iii), from an approved institution which allows them to carry out specialised tasks needed in the particular section where they are employed.

2.4 Furthermore, a Psychology Assistant who attains a Masters’ (MQF Level 7), or a higher qualification in a practitioner area of psychology or an equivalent qualification from a recognised University or Institution, shall be promoted to the grade of Psychology Practitioner in Salary Scale 8 which in 2019 is (€22,645.00 x €486.83 - €25,566.00) on attainment of the mentioned qualification.

2.5 A selected candidate will be entitled to a Psychology Class Allowance of €800 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 1st October, 2018.

Duties

3.1 The duties of a Psychology Assistant include:

i. to support 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;

ii. work in close collaboration with the College Education Psycho-Social team, school management teams, the Directorate of the National School Support Services (DNSSS) and other professionals employed with other government entities and also with non-governmental agencies, thereby ensuring maximum utilisation of
resources for the benefit of the students;

iii. ensuring that records and logging systems are well kept and include all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;

iv. support to students in educational settings;

v. being accountable to the Managing Psychologist, the Assistant Director Education Psycho-Social Services and the Director NSSS;

vi. any other duties as according to the exigencies of the Public Service as directed by the MEDE;

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

3.2 A Psychology Assistant will be required to assist the Psychologist in the carrying out all the duties above and those mentioned in the attached job description whilst under the supervision of a warranted Psychologist.

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

3.4 A will be expected to use his/her own means of transport for his work. He will be entitled to the appropriate approved allowance.

3.5 The nature of the Psychology Assistants’ work requires the application of a flexible working-pattern centred round the needs of the project / service.

3.6 A Psychology Assistant is expected to follow those induction and training courses as the Education Authorities may deem necessary including training courses to become eligible to apply for a warrant in to practice as a psychologist in Malta.

3.7 The selected candidate may also be required to perform duties in Gozo.

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. in possession of a recognised Degree (Honours) 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 Psychology or a comparable professional qualification;

Public Officers applying for the 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/ECVET 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 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. 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 Recruitment Portal on https://recruitment.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 - 4.3, have proven relevant work experience.

**Submission of Applications**

7.1 Applications, together with Curriculum Vitae showing qualifications and experience, and an updated Service and Leave Record Form (GP 47)/ Certificate of Conduct as applicable, are to be submitted through the Online Education Recruitment Portal ONLY at the following address [http://edurecruitment.gov.mt](http://edurecruitment.gov.mt) by not later than **noon (Central European Time) of Friday, 18th December 2020**.

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 However, due to the exigencies of MEDE, the selection process will initially consider, applications received by **noon (Central European Time) of Monday, 21st October 2019**. However, should the order of merit list be exhausted as a result of additional vacancies, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by **noon (Central European Time) of Friday, 18th December 2020**. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153.

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 Provision**

8.1 Other general provisions concerning this call for applications, with particular reference to:

   i. applicable benefits, conditions and rules/regulations;

   ii. reasonable accommodation for registered persons with disability;

   iii. submission of recognition statements in respect of qualifications;

   iv. publication of the result;

   v. medical examination;

   vi. the process for the submission of petitions concerning the result;

   vii. access to application forms and related details; (not applicable in view of paragraph 7.1 above);

   viii. 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 applications.