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

**POST OF SENIOR MANAGER (LEARNING DIFFICULTIES) IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT**

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 denoting 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 Senior Manager (Learning Difficulties) 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 Senior Manager (Learning Difficulties) is Salary Scale 5, which in 2019 is, €27,538.00 per annum, rising by annual increments of €640.67 up to a maximum of €31,382.00.

2.3 The selected applicant shall also be entitled to a Performance Bonus of up to a maximum of 15% of the basic salary, subject to satisfactory performance and subject to Central Administration policies in force from time to time.

2.4 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in accordance with their area
of specialization, subject to availability of vacancies and the exigencies of management.

2.5 The result will be valid for a period of two (2) years from the date of publication.

3.0 Duties

3.1 The duties of Senior Manager (Learning Difficulties) include:

1. establishing needs for physical space and coordinating discussion, plans & implementation of any works necessary in relation to work space, including refurbishment works;

2. being the point of contact of the whole programme, ensuring that the programme is in line with its commitments and that constant communication and good relationships are maintained across all programme stakeholders within MEDE and MFH;

3. being the point of contact with regards to financing rules and regulations, ensuring that the programme is in line with the commitments, especially with regards to recruitment, procurement, publicity and the overall funding of the programme and the Memorandum of Understanding (MOU);

4. overseeing all the managerial operational aspects of the programme as per Manual of Procedures issued by the Managing Authority within the Ministry for European Affairs and Implementation of the Electoral Manifesto;

5. coordinating the creation of a National database for the programme, bringing together all stakeholders and ensuring that a robust database which caters for the needs of all programme partners is delivered on time and within budget;

6. coordinating the creation and monitoring the implementation of a National awareness campaign relating to the “Lenti Fuq L-Iżvilupp Ta’ Wliedna” programme

7. establishing the programme deliverables, timelines, targets and key performance indicators and monitoring their achievement;

8. reviewing progress and quality against the agreed programme plan and reports generated;

9. ensuring good governance in the development and adjudication of tenders, calls for quotations and expressions of interest within the programme;

10. coordinating the designing and organising of training in connection with the programme;
11. establishing a mechanism by which data is processed and analysed in an efficient way while abiding by the Data Protection Act;

12. establishing the budgeting and managing tools & processes in relation to the local finances of the programme;

13. acting as the programme’s focal contact person, by ensuring effective communication between the clinical and administrative teams of the programme to assure that deliverables are implemented in a timely and effective manner;

14. developing a system by which risks that may occur during the programme are escalated and mitigated at the earliest;

15. analysing programme progress and coordinating discussions for improvements and resolution to issues as necessary;

16. escalating issues as appropriate where resolution may not be possible;

17. preparing progress reports for authorities within MEDE and the Planning and Priorities Coordination Department (PPCD);

18. being ultimately responsible for all aspects of administration and coordination of the programme, including liaison with the relevant Authorities;

19. attending any relevant training as assigned by the Director National School Support Services or the Permanent Secretary MEDE;

20. performing any other duties as delegated by the Director National School Support Services related to the programme as may be determined from time to time by the Permanent Secretary MEDE or his her delegate;

21. any other duties according to the exigencies of the Malta 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, or Public Sector employees performing duties in the Malta Public Service, or RSSL employees who are confirmed in their current or in a previous appointment. Public Officers who are on loan/detailed with/ deployed with/on attachment to Public Sector organizations may also apply.

Applicants must be in possession of a recognized Master’s qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Specific Learning Difficulties, Education, Project Management, Humanities, Social Sciences or Health Sciences or a
comparable professional qualification, plus five (5) years relevant management experience.

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, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by closing time and date of the call of applications.

Furthermore, candidates who have not yet formally obtained the requisites specified in paragraphs 4.1 will still be considered provided that they submit evidence that they would qualify for such requisites by the 31st October 2019. If selected, such candidates must produce the requisites indicated in paragraph 4.1 before appointment. If the deadline is not met the employment will be terminated.

Lateral applications by public officers who already hold an appointment in the same grade/position being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

4.3 To determine the comparable level of responsibility of Public Sector employees currently performing duties in the Public Service and RSSL employees to the level of responsibility required of public officers applying for this position, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

4.4 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the position, subject to the consent of the entity.

RSSL employees selected for this position will, following the successful completion of the probationary period, have their employment with RSSL ipso facto terminated.

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).
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. Under no circumstances should any such documents be submitted after two (2) working days from the closing date.

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 120.

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.

7.0 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. 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), in PDF format, which are to be uploaded through the Portal.

In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to submit their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken.

In the case of Public Sector employees performing duties in the Public Service, they are also to produce confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such Ministry.

The closing date of the receipt of applications is noon (Central European Time) of Monday, 24th June 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 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 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:

1. applicable benefits, conditions and rules/regulations;
2. reasonable accommodation for registered persons with disability;
3. submission of recognition statements in respect of qualifications;
4. publication of the result;
5. the process for the submission of petitions concerning the result;
6. access to application forms and related details; (not applicable in view of paragraph 8.1);
7. 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.

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Dr. Francis Fabri  
Permanent Secretary  
Ministry for Education and Employment