POST OF SENIOR MANAGER (PEOPLE MANAGEMENT) IN THE
HUMAN RESOURCES DIRECTORATE WITHIN 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 (People Management) in the Human
Resources Directorate 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 result will be valid for a period of two (2) years from the date of publication.

2.3 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 People Management,
subject to availability of vacancies and the exigencies of management.

2.4 The salary for the post of Senior Manager (People Management) is Salary Scale 5,
which in the year 2019 is €27,538.00 per annum, rising by annual increments of
€640.67 up to a maximum of €31,382.00.

2.5 The selected applicant shall also be entitled to an annual performance bonus of up to a
maximum of 15% of the basic salary subject to satisfactory performance and subject
to Central Administration’s Policies in force from time to time.

3.0 Duties

3.1 The duties of Senior Manager (People Management) include:

i. Ensuring the delivery of the strategic and operational plans of the Section within
approved budgets.

ii. Providing leadership to the staff of the Section, and provide regular feedback, and
pointing out areas for improvement.
iii. Alerting the Assistant Director and Director (Human Resources) to any issues, problems and unmet administrative requirements that require attention and make appropriate recommendations.

iv. Making proposals to the Assistant Director and Director (Human Resources) to enable the Section to achieve better performance and to improve accountability.

v. Making recommendation to the Assistant Director and Director (Human Resources) for developing and improving any function falling under the People Management;

vi. Assisting in the implementation of Directive 8 re: Decision-Making Standards related to HR entitlements and services offered by the Public Service to its employees;

vii. Managing day-to-day operations in an efficient and effective manner, ensuring that staff and financial resources are managed in accordance with the law and Government policies. Management duties will include supervision, and training;

viii. Allocating work amongst staff under direct responsibility to ensure quality, timeliness and measurable results in relation to planned objectives;

ix. Facilitate communication in conjunction with other directorates and organisations, ensure ongoing consultation with all internal and external stakeholders;

x. Ensuring that all Human Resources officers communicate with Central Salaries through the Salaries Reporting System (SRS);

xi. Ensuring the maintenance of Personnel Records for all officers deployed with the Directorates, Divisions, and Sections;

xii. Assisting in the development of a Human resources Information System enabling senior management to have access to up-to-date information on all matters related to employees and resourcing processes;

xiii. Ensuring the processing of Confirmation of Appointments, Progressions and Promotions, with regard to all officers deployed within the Ministry for Education and Employment;

xiv. Ensuring, through liaison with the HR section within the various entities, the processing of applications for Employment Licences for expatriates who commence duties with the Ministry, together with any other Expatriate Affairs which may require attention, and facilitate further decentralisation in this area;

xv. Ensuring the smooth running of the Pensions function for all officers deployed with the Directorates, Divisions and Sections;

xvi. Assisting as required in providing response to Parliamentary Questions regarding human resources related issues, and liaising accordingly with other units charged with maintaining HR data in order to coordinate consolidated replies for Parliamentary Questions as well as for internal use and in order to carry out other exercises e.g. those related to Collective Agreements;
xvii. Processing any requests for information as may be required, whether these are from management, officers or the general public;

xviii. Managing or discharging other duties that may, from time to time, be assigned by the Director (Human Resources) and/or Assistant Director (People Management).

xix. Keeping and updating People Management-related policies, procedures, rules and regulations, employment terms and conditions;

xx. Keeping well informed and up-to-date on all matters in the area of People Management, and on any national or international obligations affecting this area.

xxi. Taking every opportunity to acquire new leadership and management skills.

xxii. Knowledge of regulations, structures and practices pertaining to the Public Administration in general.

xxiii. Performing any other duties as requested from time to time by the Assistant Director (People Management), Director (Human Resources), the Director General (Strategy and Support) and/or Permanent Secretary.

xxiv. Any other duties according to the exigencies of the 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:

(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
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 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 Work & Human Resources Management, Psychology, Training and Development, Public Administration or Public Management 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/ECVET 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 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 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).

4.4 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.

4.5 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 must be uploaded on the edurecruitment portal https://edurecruitment.gov.mt, when you apply. 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, 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 by not later than 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:

- 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 & Standards Division at the address


These general provisions are to be regarded as an integral part of this call for applications.