MEDE Circular No. 01/2020

Ministry for Education and Employment
Education Building
Great Siege Road
Floriana VLT 2000

Date: 10th January 2020

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

POST OF SENIOR MANAGER (PROJECT MANAGEMENT) IN 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 Educations Regulations 2016) in its recruitment process.

1. The Permanent Secretary within the Ministry for Education and Employment invites applications for the post of Senior Manager (Project Management) in 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 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Senior Manager (Project Management) is Salary Scale 5, which in year 2020 is €28,326 per annum, rising by annual increments of €640.67 up to a maximum of €32,170.

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

2.5 On being appointed, a successful candidate would be requested to renounce to any other application/s currently in process within the Public Service which is/are pending at the time of this appointment, without prejudice to SAAC calls (including Assistant Directors).

2.6 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.

   a. Successful candidates are to serve in this post for a minimum of two (2) years, without prejudice to
Successful candidates are to serve in this post for a minimum of two (2) years, without prejudice to applicants for SAAC calls (including Assistant Directors).

2.7 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 their area of specialisation, subject to availability of vacancies and the exigencies of management.

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

Duties

3. The duties of Senior Manager (Project Management) include:

i. To provide support and advice to the Director for International Affairs and Programme Implementation (Strategy and Support Department) on all Ministry-wide issues and initiatives that are relevant to the position;

ii. Provide ongoing support to the Director for International Affairs and Programme Implementation (Strategy and Support Department) when corresponding with institutions of oversight such as the Public Accounts Committee, the Ombudsman, the National Audit Office and the Internal Audit and Investigations Directorate;

iii. To assist Director for International Affairs and Programme Implementation in the co-ordination with senior management, as appropriate, and to facilitate the translation of approved policies and change management programmes into strategic plans for implementation, where appropriate in co-operation with the Director General (Strategy and Support) and the Permanent Secretary;

iv. To assist Director for International Affairs and Programme Implementation (Strategy and Support Department) in the timely introduction of the relevant Public Service reform initiatives on a Ministry-wide basis and to monitor the progress of their implementation;

v. Ensure efficient internal and external communication related to such projects;

vi. Assist in the co-ordination, assist and participate in regular meetings with the various directorates, line departments and entities in order to ensure and review progress on implementation issues related to the Ministry’s portfolio;

vii. Keep the Director for International Affairs and Programme Implementation, Director General (Strategy and Support) and the Permanent Secretary informed of major developments both at EU and local level, including economic and political developments, as well as organisational developments, that may impact on the Ministry’s business;

viii. Actively engage in networking activities, internally and externally, related to one or more areas within the Ministry’s portfolio of responsibilities;

ix. Keeping abreast of the policies being proposed and discussed by the European Union that might have a direct or indirect effect on the strategy or operations of the Ministry and to communicate such information to the Director General Strategy and Support and Director for International Affairs and Programme Implementation;

x. Promoting the participation of line Departments and Ministry’s entities, in EU funded programmes and initiatives and to source opportunities for EU funding, when relevant, in liaison with the Ministry for European Affairs and Equality (MEAE);

xi. Providing guidance and support to facilitate the submission of project proposals for EU funding;

xii. Overseeing and monitoring the implementation of all projects, measures and initiatives, in particular the approved European Structural and Investment Funds projects, EU Direct Funding Mechanisms and the measures emanating from the National Budget and the National Reform Programme (NRP);

xiii. To verify the eligibility of all payment claims and monitor the disbursement of funds with regards to EU co-financed projects falling within the remit of the Ministry while ensuring that payments submitted at Line Ministry for processing by Project Beneficiaries are satisfactorily certified correct and that any queries about the payment process is promptly investigated and, if justified, that appropriate and timely redress is given;
xiv. To liaise with the Managing Authority, the Certifying Authority and other stakeholders in conjunction with the checking of all payments pertaining to the Structural Funds projects falling within the Ministry’s remit;

xv. To assist Project Leaders in the implementation of projects and initiatives, as directed by Director;

xvi. Ensuring that deadlines set by the central authorities, in particular the Office of the Prime Minister (OPM), the Ministry for European Affairs and Equality (MEAE) and the Ministry of Finance (MFIN), are adhered to and that reports and other documentation are submitted within these set deadlines;

xvii. Coordination of initiatives with a view to identify and possibly reduce burdensome procedures, so as to contribute towards the national targets of reducing administrative burdens;

xviii. Maintaining updated information on project proposals, applications, processing of payments and other documentation related to the monitoring of projects;

xix. Identifying, on an ongoing basis, any new projects, measures and initiatives emanating from national documents and pertaining to the remit of the Ministry;

xx. To act as liaison between project leaders and the relevant authorities (MFIN, PPCD, FPD, MEAE) and ensuring effective communication with all stakeholders;

xxi. Attending meetings, seminars, conferences in Malta and abroad;

xxii. Preparing periodic status reports and annual reports on the activities and operations of the Strategy and Support Department;

xxiii. Assisting the Director for International Affairs and Programme Implementation (Strategy and Support Department) in the organisation and management of resources within the Directorate with a view to deploy those resources in accordance with shifting priorities;

xxiv. Performing any other duties as requested from time to time by the Director (International Affairs and Programme Implementation), the Director General (Strategy and Support) and/or Permanent Secretary (MEDE);

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

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 appointment. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply.

AND

a. in possession of a recognised Masters 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 Project Management or Management Studies, European Studies or Business Administration or Accountancy, Creativity and Innovation or Quality Assurance Management or a comparable professional qualification.

AND

b. with five (5) years’ management experience in Salary Scale 7 or comparable. Any other Managerial experience the employee may possess may be considered by the Administration, which experience must be duly sustained with relevant evidence.

OR

c. the incumbent who previously performed the duties of this specific role within this area in the capacity of Assistant Director, in the term which ended immediately prior to suppression of this Assistant
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 qualifications as indicated in paragraph 4.1 (a) will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

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.

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 post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period.

4.4 Applicants must be eligible to take up their due appointment, in terms of 4.1 and 4.3 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).

Submission of Supporting Documentation

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 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 to 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. 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), which has been issued not earlier than one (1) month from the date of application, 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 present their paid/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 Director responsible for People Management 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, 27th January 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 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;
- 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 These general provisions are to be regarded as an integral part of this call for application.

Dr. Francis Fabri
Permanent Secretary
Ministry for Education and Employment