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 Senior Education Support Practitioner (SESP) (Career Advisor) 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 SESP (Career Advisor) is Salary Scale 8, which in 2019 is, €22,645.00 per annum, rising by annual increments of €486.83 up to a maximum of €25,566.00.

Duties

3.1 The duties of SESP (Career Advisor) include:

i. Assist the Principal Education Support Practitioner (PESP) (Career Advisor) in the organisation, running and implementation of the career guidance service in the state colleges including primary and secondary schools or post-secondary;

ii. Assist the PESP (Career Advisor) to plan and design the career guidance programme taking into account the different needs of students with the aim of encouraging the latter towards lifelong learning and effective employability;

iii. Assist the PESP (Career Advisor) in organising and participating in career guidance programmes, suggesting speakers and contributing to the delivery of sessions;

iv. Work in close collaboration with the PESP (Career Advisor), College Education Psycho-Social team, school management teams, the Education Officers (Career Guidance), the National School Support Services (NSSS) and other professionals employed with other government entities and also non-governmental agencies, thereby ensuring maximum utilization of resources for the benefit of the students;

v. Work in collaboration with the PESP (Career Advisor), ESPs (Career Advisors) and guidance teachers in the organisation of the career exposure initiative including finding of placements and monitoring of students during the career exposure experience held with secondary students;
vi. Assist the PESP (Career Advisor) in the development and running of transition programmes from one educational stage to another, especially from compulsory schooling to further education and/or the world of work;

vii. Help students make appropriate career decisions by providing information and advise on available education, training and employment opportunities;

viii. Facilitate the opportunity for students to develop career plans based on their skills, interests, values and abilities;

ix. Help students with curriculum vitae, course applications, interview skills, and other career path finding strategies;

x. Under the supervision of the PESP (Career Advisor) organize and deliver specialised seminars/programmes for students (e.g. at risk of early school leaving, with disability, etc.), parents and/or school staff or school community in collaboration with the Education Psycho-Social multi-disciplinary team and agencies outside MEDE;

xi. Use assessment tools and computer-aided guidance packages, and provide information about psychometric tests and personal inventories;

xii. Assist the PESP (Career Advisor) in working with various stakeholders such as parents, carers, families, voluntary, statutory and community-based organizations and commercial bodies to ensure a cohort approach to overcoming the barriers to learning and employment faced by students;

xiii. Assist the PESP (Career Advisor) in his/her collaboration with employers and training providers regarding employment and training opportunities, requirements and procedures;

xiv. Actively participate in national career guidance initiatives as directed by Education Officers (Career Guidance), NSSS;

xv. Keep records of all the career guidance initiatives carried out with the students;

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

xvii. Be accountable to the PESP (Career Advisor), the Education Officers (Career Guidance), the Assistant Director (Education Psycho-Social Services), the Director National School Support Services (NSSS) and the Head of College Network;

xviii. Keep up to date with labour market information, legislation, professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies;

xix. Review and reflect upon one’s own professional practice to achieve continuous improvements in performance and participate in continuous professional development courses and/or seminars;

xx. Perform any other tasks assigned by the Permanent Secretary MEDE and / or his representative;

xxi. Perform 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:

(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 Masters’ qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regards to programmes commencing as from October 2008) in Career Guidance or other related field, or a professional comparable 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.

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 by not later than noon (Central European Time) of Monday 14th October 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.

Other General Provision

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. medical examination;
6. the process for the submission of petitions concerning the result;
7. access to application forms and related details; (not applicable in view of paragraph 7.1 above);
8. 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 applications.