MINISTRY FOR EDUCATION AND EMPLOYMENT
POST OF TECHNICIAN (SCIENCE) IN THE DIRECTORATE FOR EDUCATIONAL SERVICES TO SERVE IN MALTA
(Capacity building approval dated 9th December 2013)

In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender.

1.0 Introduction

1.1 The Permanent Secretary, Ministry for Education and Employment, invites applications for the post of Technician (Science) in the Directorate for Educational Services (DES) to serve in Malta. Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

1.2 The mission of the DES is to ensure the effective and efficient operation and delivery of services to the State Colleges and schools within an established framework of decentralisation and autonomy.

1.3 The functions of the DES are established by the Education Act (as amended by Act XIII of 2006) which may be consulted on: https://education.gov.mt/Legislation.aspx.

2.0 Terms and Conditions

2.1 The salary for the post of Technician (Science) is Salary Scale 15, that is, €12,457 per annum, rising by annual increments of €298 up to a maximum of €14,245.

2.2 A Technician (Science) will be promoted to the grade of Senior Technician in Salary Scale 14 (€13,282.02 x €316.83 - €15,183.00), on completion of seven (7) years service in the grade, or five (5) years, if in possession of a Higher Technician Diploma (HTD) or a recognized appropriate comparable qualification, or an appropriate higher technical qualification, subject to satisfactory performance.

2.3 The Higher Technician Diploma is rated at MQF level 5 within the Malta Qualifications Framework (MQF). A person in possession of an MQF level 4 appropriate qualification followed by two (2) years proven appropriate experience shall be deemed to satisfy the requirements mentioned in paragraph 2.2 above.
3.0 Duties and Responsibilities

3.1 The duties and responsibilities of a Technician (Science) include:

Resources

- Coordinating with Head of Department/teacher-in-charge to compile lists of equipment complete with specifications in view of purchasing new equipment or spare parts;

- Ensuring that resources and equipment are in good running order and available at all times / when required;

- Liaising with teachers and preparing and setting up Science equipment for practical work, both for demonstrations as well as for students’ individual and/or group work. This includes providing equipment for outdoor Science activities;

- Dismantling equipment, cleaning it and returning it to storage after laboratory sessions;

- Assisting in the set-up and upkeep of Science labs and keeping all lab equipment in good working order;

- Servicing and repairing ordinary lab equipment using the procedures stipulated in service manuals and/or coordinating with suppliers for the maintenance and repair of other equipment;

- Coordinating the servicing and repairing and/or calibration of equipment by outside school service providers and/or suppliers;

- Preparing reagents and solutions when needed in accordance with standard norms of molar concentrations;

- Preparing labels for chemicals in accordance with established standards of Science nomenclature. This should include as well correct labelling for handling and storage of chemicals;

- Assisting the teacher in setting up and using ICT/audiovisual teaching aids in the laboratory;

- Supporting teachers and students in Science related school projects;

- Ensuring that resources and equipment are in good running order and available at all times / when required by teachers;

Health & safety

- Ensuring that the health and safety standards as provided for in the Occupational Health & Safety Act are in place and applied in Science labs at all times;

- Liaising with all Education Officers responsible for Science subjects and Health & Safety;
• Ensuring that the waste separation policy as defined by the school is implemented in all Science laboratories at all times;

• Ensuring the safe handling and storage of chemicals in the Science laboratories and prep rooms;

• Liaising with Health and Safety teachers vis-a-vis health and safety issues in the Science laboratories;

• Purchasing / Procuring all personal protective clothing and equipment for use in the Science laboratories;

Record Keeping

• Compiling a computerized (if available) up-to-date inventory system for all Science equipment;

• Maintaining a schedule of laboratory activities involving the intervention of the laboratory technicians;

• Ensuring the systematic up-to-date record keeping of expenditure vis-a-vis materials and supplies;

• Liaising with teachers on the available stocks of materials and undertake inventory checks in order to ensure proper stocks of consumables in line with reorder thresholds;

Infrastructure

• Reporting to the authorised SMT member/Precincts Officer any infrastructural faults in the labs for remedial action;

• Checking the functionality of the water, electrical and gas supply systems in the Science labs at all times;

• Assisting in the set up and up-keeping of Science labs and preparation rooms;

In the Lab Assistance

• Coordinating with the SMT regarding the upkeep and cleaning of the Science laboratories and prep rooms;

• Liaising with SMT and Science teachers to ensure the smooth running of all Science laboratories and resources in the school;

• Liaising with Technical Officer to keep a booking system for the use of laboratories and resources;

• Being present as required during Science lessons;
Others

- Attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;

- Performing other duties as may be deemed appropriate by the Education Directorates;

- Performing 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 (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 Citizenship and Expatriates Department 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 license in so far as this is required by the Immigration Act and subsidiary legislation. The Employment and Training Corporation should be consulted as necessary on this issue.

(ii) have the ability to communicate in both the Maltese and English Languages;
(iii) be persons who have successfully completed a course of study under the Technician Apprenticeship Scheme (TAS) in Science, or a recognized appropriate comparable qualification; OR

(iv) be public officers in possession of at least the Ordinary Technician Diploma (OTD) in Science, or a recognized appropriate comparable qualification.

For the purposes of paragraph 4.1 (iii), the Science Laboratory Technician Trainee Course run by the DES is considered as equivalent to the Technician Apprenticeship Scheme (TAS).

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 by the closing time and date of the call for applications.

(v) be of good moral character (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).

4.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4.1, have proven relevant work experience.

4.3 Applicants who are already in the grade of Technician/Senior Technician may apply, provided the area they are applying for, is different to that which they hold by virtue of their current appointment, and provided that they satisfy the eligibility requirements stipulated in paragraph 4.1 above.

4.4 Applicants selected as per paragraph 4.3 above will be transferred to the DES, where the vacancy is located, carrying their substantive grade and salary.

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 in paragraph 8.1 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 attached to the application. Scanned copies sent electronically are acceptable.

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.

7.0 Submission of Applications

7.1 Applications, together with a *curriculum vitae*, and an updated Service and Leave Record Form (GP 47 - [http://education.gov.mt/en/Documents/Vacancies/GP47.pdf](http://education.gov.mt/en/Documents/Vacancies/GP47.pdf)) in the case of Public Officers will be received by the Customer Care Section, Great Siege Road, Floriana, VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo VCT 2000, by not later than **noon (Central European Time) of Thursday 10 July 2014**. Applications can also be submitted through the Online Government Recruitment Portal on [http://recruitment.gov.mt](http://recruitment.gov.mt) by the said closing time and date. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.0 General Provisions

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

- the probationary period and other conditions;
- 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,

may be viewed by accessing the website of the Public Administration HR Office at the address [http://pahro.gov.mt/file.aspx?f=359](http://pahro.gov.mt/file.aspx?f=359) or may be obtained from Customer Care Section, Great Siege Road, Floriana VLT 2000 or the Education Office, Fortunato Mizzi Street, Victoria, VCT 2000. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 6.2 of the General Provisions of this call for applications, the fax number is 2598 2264.