HR MEDE Circular No. 36/2019

Ministry for Education and Employment
Education Building Great Siege Road
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Date: 02nd August 2019

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

POST OF TRAINEE MANAGER I/ MANAGER I (PROJECT MANAGEMENT) 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 Trainee Manager I/Manager I (Project Management) within the Ministry for Education and Employment.

2.0 Terms and Conditions

2.1 This appointment of a Manager I (Project Management) is subject to a probationary period of twelve (12) months. The period of Trainee Manager I (Project Management) will be considered as part of the probationary period.

2.2 The salary for the post of Trainee Manager I/Manager I (Project Management) is Salary Scale 10, which in the year 2019 is, €19,958.00 per annum, rising by annual increments of €407.67 up to a maximum of €22,404.00.

2.3 A Manager I (Project Management) will progress to Salary Scale 9, which in the year 2019 is, (€21,252.00 x €447.33 - €23,936.00) after two (2) years satisfactory service as Manager I in Salary Scale 10.
2.4 A Manager I (Project Management) (Scale 9) will progress to Salary Scale 8, which in the year 2019 is, \( (€22,645.00 \times €486.83 - €25,566.00) \) after five (5) years satisfactory service as Manager I in Salary Scale 9.

2.5 A Manager I (Project Management) (Scale 8) will progress to Salary Scale 7, which in the year 2019 is, \( (€24,153.00 \times €531.17 - €27,340.00) \) after three (3) years satisfactory service as Manager I in Salary Scale 8.

2.6 The selected applicant shall also be entitled to a Performance Bonus of up to a maximum of 10% of the basic salary, subject to satisfactory performance and subject to Central Administration policies in force from time to time.

2.7 A Trainee Manager I shall not be entitled to the conditions and benefits enlisted in 2.3 to 2.6 until the Officer attains or has proof of confirmation of the qualification required for the post of Manager I as indicated in 4.1 (iii). If this is not confirmed by the 31st October, 2019 the post will be automatically terminated.

2.8 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.

2.9 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 Trainee Manager I/Manager I (Project Management) include:

1. Monitoring, evaluating and following up on the effective implementation of identified projects/initiatives including analyses of documentation originating from international institutions related to Ministry’s portfolio overseen by the International Affairs and Programme Implementation Directorate (IAPID) in accordance with set action plans;

2. Leading the implementation of projects/initiatives undertaken by the International Affairs and Programme Implementation Directorate (IAPID) as assigned by the Director General (Strategy & Support) as may be required;

3. Plan to oversee resources required for the effective implementation of projects/initiatives undertaken by the International Affairs and Programme Implementation Directorate (IAPID), as may be required including compilation of briefs for the Ministry, as needed;
4. Attending progress meetings with the Director General (Strategy and Support) and/or the Head of the Unit to ensure that work plans and schedules are adhered to including follow-ups on bi-lateral/multi-lateral agreements;

5. Keeping the Director General (Strategy and Support) and/or the Head of the Unit abreast of ongoing developments with regards to the implementation aspect of the said projects/initiatives;

6. conducting comprehensive inter-sectoral consultation exercises to construct consolidated and relevant positions for MEDE;

7. Assisting in the coordination of tasks amongst staff within the International Affairs and Programme Implementation Directorate (IAPID) including input to other Ministries or any other ad hoc requests as directed by the Director General (Strategy and Support) and/or the Head of the Unit;

8. Monitoring the assigned works to ensure that the requested tasks are carried out to the required standards and completed within the agreed time frames;

9. Performing other duties as may deemed appropriate by the Permanent Secretary MEDE, Director General (Strategy and Support) and/or Director (International Affairs and Programme Implementation) and/or their representative;

10. 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) 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;

(ii) in possession of a recognised Bachelor’s qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Project Management or Management Studies or European Studies or Business Administration or Accountancy or Creativity and Innovation or Quality Assurance Management or a comparable professional qualification.

4.2 Qualifications at a level higher than that specified in paragraph 4.1 (ii) will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master’s qualification at MQF Level 7, or equivalent, must comprise
a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained the above-mentioned qualification 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.

4.3 Furthermore, candidates who have not yet formally obtained or have been approved for the qualification specified in paragraph 4.1 (ii) or as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would obtain or be approved for such qualification by the 31st October 2019. If selected, such candidates will be initially appointed Trainee Manager I until they obtain, or are approved for, the qualification indicated above by the 31st October 2019, when they will be appointed as Manager I. If the deadline is not met, the appointment will be automatically terminated.

4.4 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.

4.5 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 post, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

4.6 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, following the successful completion of the probationary period, have their employment with RSSL ipso facto terminated.

4.7 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.6 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.8 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 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.

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, 19th August 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/Forms andTemplates.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