

Call for full-time Senior Manager on a definite contract

Aqra kemm Tiflaħ, and related schemes and initiatives

Jobsplus Permit Number 235/2022 (third call)

Eligibility criteria

By the closing date of this call for applications, applicants must fulfil the following criteria:

- 1 - A recognised teaching degree at MQF Level 6 or higher, or an MQF Level 6 degree or higher in knowledge and information management, information and library studies, the social sciences, social work, or related fields; **AND**
- 2 - The applicants must have at least 5 years work experience with relevant evidence in the following areas, preferably in a coordinating role:
 - Literacy initiatives and/or Parental Empowerment initiatives and/or
 - Librarianship/library management and/or
 - Provision of formal and non-formal education.

AND

- 3 - High standard of written and spoken Maltese and English (at least evidence of MQF Level 3, Grades 1-5, in both Maltese and English is required); **AND**
- 4 - High competency in ICT applications, especially MS Office systems (in particular, Word, Access, Excel, and PowerPoint). Ability to make use of management information systems would be desirable.

Due consideration will be given to applicants who present evidence of work experience in a coordinating/management role.

How to apply: Candidates should submit their letter of application, together with a summary of qualifications and experience in a European Curriculum Vitae Format, a copy of their relevant scanned certificates, a valid police conduct certificate and their Jobsplus employment history, by email to nlarecruitment@ilearn.edu.mt or by registered post to Recruitment, National Literacy Agency, NCC, Joseph Abela Scolaro Street, Ħamrun HMR 1304 by not later than **Friday 19th August 2022 at noon**. Applicants employed with the public service are to also submit a recent Service and Leave Record Form (GP47). Applications by post should arrive by the deadline. All applicants will receive an acknowledgment of their application within seven days. Late applications will not be considered.



The detailed job description, including the terms and conditions of employment, is available on education.gov.mt/nla

Sejha għal Senior Manager(full-time) fuq kuntratt definit

għall-iskema Aqra kemm Tiflaħ u skemi u inizjattivi oħra relatati

Numru tal-permess tal-Jobsplus 235/2022 (it-tielet sejha)

Kriterji tal-eligibilità:

Sad-data tal-għeluq ta' din is-sejha, l-applikanti jrid ikollhom dawn ir-rekwiziti:

1 - Baċellerat f'Livell 6 tal-MQF jew ogħla li jwassal għal kwalifika tal-professjoni ta' għalliem, jew Baċellerat f'Livell 6 tal-MQF jew ogħla fin-Knowledge and Information Management, fl-Information and Library Studies, fix-Xjenzi Soċjali, fis-Social Work, jew oqsma relatati; **U**

2 - 1.L-applikanti jrid ikollhom minimu ta' ħames (5) snin sħaħ esperjenza ta' xogħol b'evidenza ta' esperjenza f'dawn l-oqsma, preferibbilment fi rwol li jinvolvi koordinazzjoni:

- Inizjattivi fil-litteriżmu u/jew fit-tisħiħ tal-ħiliet tal-ġenituri bħala edukaturi ta' wliedhom u/jew
- Xogħol ta' librara u/jew
- Proviżjoni ta' edukazzjoni formali u non-formali;

U

3 - Livell għoli fil-kitba u t-taħdit tal-Malti (evidenza talanqas f'Livell 3 tal-MQF, Grad 1-5, jew ekwivalenti, kemm fil-Malti kif ukoll fl-Ingliż); **U**

4 - Kompetenza għolja f'applikazzjonijiet tat-Teknologija tal-Informatika, inkluż sistemi tal-MS Office, partikularment Word, Access, Excel, u PowerPoint. Tkun ħaġa tajba jekk wieħed ikun jaf juża wkoll sistemi tal-immaniġġjar tal-informazzjoni.

Tingħata attenzjoni xierqa lill-evidenza ta' esperjenza ta' xogħol fi rwol li jinvolvi koordinazzjoni jew immaniġġjar.

Kif tapplika: Il-kandidati għandhom jibagħtu ittra ta' applikazzjoni flimkien mal-kwalifiki u l-esperjenzi fil-format

tal-European Curriculum Vitae, kopja taċ-ċertifikati rilevanti tagħhom, ċertifikat tal-kondotta riċenti maħruġ mill-

Pulizija u l-lista tax-xogħol li għamlu tul ħajjithom mill-Jobsplus, permezz ta' ittra elettronika lil

nlarecruitment@ilearn.edu.mt jew bil-posta lil Reklutaġġ, L-Aġenzija Nazzjonali tal-Litteriżmu, Iċ-Ċentru Nazzjonali

tal-Kurrikulu, Triq Ġużè Abela Scolaro, il-Ħamrun HMR 1304 sa mhux aktar tard **mill-Ġimgħa 19 ta' Awwissu 2022**,

f'nofsinar. Applikanti impjegati fis-servizz pubbliku għandhom jissottomettu wkoll kopja riċenti tal-GP 47 (Service

and Leave Record Form). Applikazzjonijiet bil-posta għandhom ikunu rreġistrati u jridu jaslu qabel id-data tal-għeluq.

L-applikanti kollha jiġu mgħarrfa fi żmien sebat ijiem li l-applikazzjoni tagħhom tkun waslet. Applikazzjonijiet li jaslu

tard ma jiġux ikkunsidrati.

Aktar dettalji dwar l-irwol u l-kundizzjonijiet tal-impjeg issibhom fuq education.gov.mt/nla

