

Call for part-time Senior Manager Writing Programmes

Jobsplus Permit Number 612/2022 (second 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 in English OR Maltese OR Primary Years, together with possession of the Teacher's Warrant; **AND**
2. A minimum of 5 full years' work experience in a coordinating role in education*; **AND**
3. Successful completion of the Institute for Education programme Teaching Writing Skills in Primary and Secondary Schools (Award) OR the Malta Writing Programme Invitational Writing Institute or equivalent; **AND**
4. High proficiency in spoken and written Maltese and English (at least MQF Level 4 in Maltese and English or equivalent, or higher); **AND**
5. High competency in ICT applications, especially MS Office systems most notably Word, Access, Excel and PowerPoint.

**Applications from candidates who satisfy all the other criteria except for criterion (2) above, will be considered only if the applicant has a minimum of ten full years of teaching experience.*

Applicants must present documented evidence of their working experience and must demonstrate experience in literacy initiatives preferably in writing initiatives with children and parents/caregivers. Due consideration will be given to applicants who have additional qualifications in the teaching of writing within a balanced literacy approach.

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, Hamrun HMR 1304 by not later than **Friday 9th December 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(part-time)

Programmi tal-Kitba

Numru tal-permess tal-Jobsplus 612/2022 (it-tieni sejha)

Kriterji tal-eligibilità:

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

1. Baċellerat fil-Livell 6 tal-MQF jew ogħla li jwassal għall-professjoni ta' għalliem tal-Ingliz JEW tal-Malti JEW fl-Edukazzjoni Primarja, flimkien mal-pussess tal-Warrant ta' Għalliem; **U**
2. Tal-anqas 5 snin sħaħ esperjenza ta' xogħol fi rwol li jinvolvi koordinazzjoni fl-edukazzjoni*, **U**
3. Iċ-ċertifikat tal-programm tal-Institute for Education "Teaching Writing Skills in the Primary and Secondary Schools (Award)" JEW il-Malta Writing Programme Invitational Writing Institute, jew ekwivalenti; **U**
4. Livell għoli fil-kitba u t-taħdit (evidenza tal-anqas f'livell 4 tal-MQF, jew ogħla) kemm fil-Malti kif ukoll fl-Ingliz; **U**
5. Kompetenza għolja f'applikazzjonijiet tat-Teknologija tal-Informatika, speċjalment sistemi tal-MS Office, partikularment Word, Access, Excel, u PowerPoint.

**Jintlaqqgħu ukoll applikazzjonijiet mingħand kandidati li jissodisfaw il-kriterji kollha t'hawn fuq ħlief għat-tieni wieħed, jekk l-applikanti jkollhom minimu ta' għaxar snin sħaħ esperjenza jgħallmu.*

L-applikanti jridu jissottomettu evidenza tal-esperjenza tax-xogħol tagħhom u tal-inizjattivi fil-litteriżmu, partikularment attivitajiet tal-kitba ma' tfal u ġenituri/kustodji. Tingħata konsiderazzjoni xierqa lil applikanti bi kwalifiki addizzjonali fit-tagħlim tal-kitba fil-kuntest tal-litteriżmu bilancjat.

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 9 ta' Diċembru 2022**, f'nofsinhar. 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