



## GENERAL PROVISIONS RELATED TO LATERAL POSTS

### 1.0 Duration and Conditions related to lateral posts

#### 1.1 A selected candidate shall:

- i. continue to occupy the lateral post indefinitely unless s/he wishes to exit the service him/herself;
- ii. serve for a minimum of one scholastic year or part thereof till the end of the scholastic year if deployed in the course of a scholastic year;
- iii. be College and/or centrally based according to any prevailing exigencies including shared arrangements between Colleges, schools, and centres;
- iv. be expected to work normal school hours and will not be entitled to any extra remuneration except for those instances where the selected candidate will be required to perform his/her duties in more than one school **on the same day**. In such cases s/he would be entitled to reimbursement as per PSMC 8.2.10 and DG SS Circular 01/2013;
- v. be subject to the same protocol of remedial/disciplinary action as other officers in case of unsatisfactory performance;
- vi. have the right to apply for more than one internal call, but the Education Resources Directorate (ER) reserves the right to determine the number of officers needed and to offer successful candidates **only one** vacancy according to the exigencies of the service;
- vii. have the right to revert to classroom duties once the scholastic year comes to an end (deployment will be to a school where a vacancy exists according to the exigencies of the service);
- viii. have the right to apply to be deployed in a particular school (if reverting to classroom duties) through the *Deployment Elsewhere* circular issued by the Education Resources Directorate;
- ix. inform the Education Resources Directorate through the *Deployment Elsewhere* circular, that you do not wish to continue serving in a particular service once the scholastic year is over;
- x. be required to attend courses, locally or abroad, as the MEYR may deem necessary;

- xi. be eligible to apply for posts/positions (promotions) and will retain progression rights as stipulated in the sectoral agreement for teaching grades. Service in a lateral post will be considered as teaching experience and consequently the selected candidate will retain all rights of his/her substantive grade;
- 1.2 The services of a selected candidate may be suspended/terminated at any time at the discretion of the Director General, Educational Services. In such an eventuality the officer concerned will either perform duties in connection with a related assignment or revert to class/subject teaching and **not** necessarily at the school/s s/he was last serving in, as the case may be.

## **2.0 The process of the submission of application forms and related details**

- 2.1 Applications shall be submitted only through the edurecruitment portal which will acknowledge receipt of the application via the applicant's iLearn account. The Internal call for applications and their corresponding on-line application can only be viewed by logging into Fronter through the following link: [ilearn.edu.mt](http://ilearn.edu.mt) and accessing **Room (Internal Calls)**.
- 2.2 Applicants will automatically authorise the HRD to provide the Selection Board with the applicant's GP47 (a copy of the GP47 will be provided to the applicant during the interview) and to notify the applicant's line Manger.
- 2.3 Qualifications which were required on entry as teacher/instructor are not required. Copies of qualifications are to be submitted only as an attachment with the on-line application. Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 2.4 Only three related **voluntary** in-service courses with a minimum of at least **ten hours** each will be considered and awarded marks. These are to be attached as one pdf document with the online application.
- 2.5 With respect to qualifications produced in response to an internal call, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the online application and the original presented at the interview. Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website ([www.mqc.gov.mt/mqric](http://www.mqc.gov.mt/mqric)). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC.

## **3.0 The selection process and the interview**

- 3.1 All eligible applicants will be assessed by a selection board to determine in rank order their suitability to perform these duties. The Assessment Criteria may be viewed via the eLearning platform ([ilearn.edu.mt](http://ilearn.edu.mt)) by accessing **the Room (Internal Calls)**.
- 3.2 Due consideration will be given to applicants in possession of additional appropriate recognised related qualification.

3.3 Applicants shall be informed of their eligibility and invited for an interview, or their ineligibility, via their email account.

#### **4.0 Publication of result and the validity period**

4.1 The HRD will publish a merit list from which to call the next successful candidate if and when a vacancy arises.

4.2 Merit lists shall:

- a. be published via the eLearning platform (([ilearn.edu.mt](http://ilearn.edu.mt)) by accessing the **Room (Internal Calls)** and shall remain accessible by all iLearn users until the date of expiry;
- b. remain valid for a period of twelve calendar months from the date the first ranked candidate is called to fill a vacancy;
- c. remain valid even if a new merit list for the same service is published before the lapse of a twelve month period from the date the first ranked candidate is called;
- d. be updated with the expiry date via the eLearning platform (([ilearn.edu.mt](http://ilearn.edu.mt)) by accessing the **Room (Internal Calls)** as soon as the first successful candidate is offered the lateral post.

4.3 A notification of the publication of the merit lists will be published by means of a circular.

4.4 Deployment will be made according to the merit list which will remain valid as per 4.2 above.

#### **5.0 The process for the submission of petitions concerning ineligibility and result**

5.1 Applicants shall be informed of their ineligibility for the interview via the edurecruitment portal on their email account. Ineligible applicants can appeal the decision within five school days from the date of the email.

5.2 Applicants requesting breakdown of marks may do so within **two days** from the date of the circular announcing the publication of the merit list.

5.3 Applicants who would like to object to the outcome of the selection process may do so within **ten days** from the date of the circular announcing the publication of the merit list.

5.4 Petitions as per paragraph 5.1, 5.2 and 5.3 above are to be submitted via the iLearn account **only** addressed to the Director, Human Resources Directorate on e-mail address: [dlr.mede@gov.mt](mailto:dlr.mede@gov.mt) indicating in the caption **breakdown of marks** or **petition** as the case may be.

5.5 Persons sending breakdown of marks/petitions are to indicate which internal call (name plus circular number) they are referring to and in the case of petitions to explain clearly the grounds for their request.

**Mary Scicluna**

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