

Ministry for Education, Sport, Youth, Research and Innovation

POSITION OF SUPPLY LEARNING SUPPORT EDUCATOR (SLSE) IN THE MINISTRY FOR EDUCATION, SPORT, YOUTH, RESEARCH AND INNOVATION WHO ARE NOT IN POSSESSION OF SEC / "O" LEVEL IN MATHEMATICS, ENGLISH AND MALTESE

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) together with the Director of Examinations and the Board of Local Public Examinations invites applications for the position of Supply Learning Support Educator (SLSE) in the Ministry for Education, Sport, Youth, Research and Innovation for those applicants who are not in possession of one or more of the SEC / "O" Levels in Mathematics, English and Maltese.

Duration of assignment and Conditions

2.1. A selected candidate will enter into a one (1) scholastic year assignment or less as SLSE in the Ministry for Education, Sport, Youth, Research and Innovation, which may be renewed for further periods.

2.2. The position of SLSE is subject to a probationary period of six (6) months.

2.3. Since this is a position of an entirely temporary nature and is governed by clause 1.5 of the Memorandum of Understanding signed between the Government of Malta and the Malta Union of Teachers (MUT) on the 26th of May 2009, the position of SLSE constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4. An officer holding a position of a definite nature (i.e. with objective reason), who is in the last (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

2.5. Eligible applicants will be expected to serve in Malta and/or Gozo for a definite period, as and when required.

Salary pegged to the position

3.1. The Salary attached to the position of SLSE is equivalent to the minimum of Salary Scale 15 which in year 2022 is €15,717 per annum.

3.2. An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent Union.

Duties

4. The job duties for the position of SLSE may be viewed in Annex A attached to this Circular.

Eligibility Requirements

5.1. By the closing time and date of this call for applications, applicants must be:

- i.
 - a. citizens of Malta; **or**
 - b. citizens of the 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"; or
 - f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency 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 licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

ii. able to communicate in the English and Maltese languages; **AND**;

iii. in possession of a recognised qualification (Certificate) at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits, or equivalent*) in Inclusive Education or Early Childhood Education & Care or Health & Social Care or Hospitality or Administrative & Secretarial or a comparable qualification **AND** have been successful in the qualifying exam/s held by the Examinations Department in one or more of their missing SEC / "O" Level in English, Maths and Maltese **by end of February 2023** together with any pass at Ordinary level "O" Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3; **OR**

iv. in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Early Childhood Education & Care or Health & Social Care or Hospitality or Administrative & Secretarial or a comparable qualification **AND** have been successful in the qualifying exam/s held by the Examinations Department in one or more of their missing SEC / "O" Level in English, Maths and Maltese **by end of February 2023** together with any pass at Ordinary level "O" Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3; **OR**

v. in possession of any subject at Advanced Matriculation Level "A" Level (A-E) recognised qualifications at MQF Level 4 **AND** have been successful in the qualifying exam/s held by the Examinations Department in one or more of their missing SEC / "O" Level in English, Maths and Maltese **by end of February 2023** together with any pass at Ordinary level "O" Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3.

*A recognised Qualification comparable to 30/120 ECTS/ECVET credits (as applicable), as applicable is only accepted subject to an MFHEA formal recognition statement being submitted with the application.

vi. Public Officers applying for this position must be confirmed in their current appointment.

5.2. (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

5.3. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public 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.

5.4. Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

5.6. Prospective applicants should note the requirement to produce MFHEA recognition statements in respect of their qualifications from MFHEA or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of Supporting Documents

6.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal on <https://edurecruitment.gov.mt>. Candidates must produce a copy of the individual result issued by the Director of Examinations for the qualifying exam/s held by the Examinations Department in any or all of their missing Sec / "O" Level in English, Maths and Maltese **by end of February 2023**.

6.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedure

7.0 The selection of candidates will be in two stages:

A. Written Qualifying Examination for SLSE (Part 1)

7.1. All examinations (Mathematics, English and Maltese) will consist of a written examination for each subject. Each examination will be one and a half hours (1 ½) aimed at assessing the candidates' ability. Candidates must obtain a 50% rating to pass the qualifying examination/s, which may be revised. Part 1 will be conducted by the Director of Examinations and the Board of Local Public Examinations. For guidance of candidates, a copy of the syllabus can be obtained from the following link: https://myexams.gov.mt/qualifying_examssyllabusforSLSE.pdf.

7.2. Registration for the qualifying exam/s will open from noon (Central European Time) of 11th November 2022 till 17.15 (Central European Time) of 2nd December 2022. Candidates are to register for one or each of these qualifying exams on: <https://myexams.gov.mt/applications> by 17.15 (Central European Time) of 2nd December 2022. An examination fee of €9.30 each (non-refundable) for each subject you apply for will be applicable. The qualifying exams for SLSE will be held in January 2023.

7.3. It is to be noted that applicants who are already in possession of Ordinary level "O" Level grade (A-C) and/or Secondary Education Certificate (SEC grade 1-5) at MQF Level 3 in one or more of the following: Mathematics, English or Maltese need not apply for the qualifying examination in which they possess a pass a mark in, but are to present their SEC / "O" level pass mark.

7.4. Applicants who do not submit evidence by the exams department that they have passed their qualifying exam/s qualification as stipulated in paragraphs 5.1 (iii to v) by end of February 2023 will automatically be disqualified and will be considered as ineligible.

B. Interview for SLSE (Part 2)

7.5. In part 2, candidates will be asked to sit for an interview. The interview will be conducted by a Selection Board. Interviews may be held after the result of the qualifying exam is published. Candidates who are not successful in their qualifying exams will be automatically disqualified from the final result list issued by MEYR.

7.6. Eligible candidates will be invited for an interview on the basis of satisfying all requested eligibility criteria stipulated under section 5.

7.7. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 7.1 to 7.6, have proven relevant work experience.

7.8. The final order of merit of successful candidates will be determined by the total marks gained in in the interview.

7.9. The maximum mark for the interview is 100% and the pass mark is 50%.

7.10. Candidates who fail to attend the interview without an exceptional reason on the date/s determined shall be deemed to have abandoned the selection process.

7.11. The final result of the selection process will be published by the Ministry for Education, Sport, Youth, Research & Innovation (MEYR) and exhibited on the notice board of MEYR.

7.12. Notification of the issue of the final result will be issued on the website of the MEYR and via e-mail.

7.13. Petitions to the Public Service Commission may be made only with regard to the interview. The Public Service Commission will not enter into the merits of the marks achieved in the qualifying exam/s for SLSE. Petitions have to reach the Commission within ten (10) working days from the date on which a notification of the publication of the result appears on the website of MEYR.

Submission of Applications

8.1. (i) Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal **only** on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

(ii) Applications for the qualifying exam/s are to be submitted at <https://myexams.gov.mt/applications> only paying an examination fee of €9.30 each (non-refundable) for each subject you apply for.

The closing date of the receipt of applications for 8.1 (i) and (ii) is **17:15 hrs (Central European Time) of Friday, 02nd December, 2022**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2. Applicants are to ensure that after the submission of their application, a copy of the receipt of payment received through an email, is to be kept for future reference. Applicants are deemed to have applied by the closing date and time, **only** if they are in possession of this receipt.

8.3. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

8.4. Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.5. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- access to application forms and related details;
- retention of documents

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>.

These general provisions are to be regarded as an integral part of this call for applications.