

MINISTRY FOR EDUCATION AND EMPLOYMENT

POSITION OF PART-TIME ADULT EDUCATOR WITHIN 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 Education 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, invites applications for the position of part-time Adult Educator within the Ministry for Education and Employment (MEDE), for a definite period on a part-time basis, as and when required.
- 1.2 Applicants may wish to apply for position of part-time Adult Educator in one or more of the subjects/areas shown in Appendix A.

2.0 Duration of Assignment and Conditions

- 2.1 A selected candidate will be engaged as a part-time Adult Educator within MEDE. The engagement will be on a definite basis for one (1) scholastic year or less, which may be renewed for further periods.
- 2.2 The position of part-time Adult Educator is subject to a probationary period of three (3) months.
- 2.3 Since this is a position linked to the completion of specific tasks, the position of part-time Educator falls under sub-regulation 7 (4) Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".
- 2.4 Adult Educators shall work on a part-time basis for a number of hours per week which will be determined prior to the beginning of the scholastic year depending on the number of applicants who would have applied to attend adult learning courses and/or any exigencies which may arise from time to time.
- 2.5 The provisions relating to benefits and entitlements described in the Public Service Management Code such as vacation and sick leave are in the case of part-timers applicable on a pro-rata basis. Vacation leave is to be availed of during the school holidays.

2.6 School days, hours and holidays shall be as established in the “*Agreement between the Government of Malta and the Malta Union of Teachers*” signed on the 21st December 2017.

2.7 The Directorate for Research, Lifelong Learning and Employability (DRLE) within MEDE offers several courses, at different times of the day, from Mondays to Saturdays. Different time schedules for adult learning courses apply to ensure that all learner needs are met.

3.0 Salary Pegged to the Position

3.1 A part-time Adult Educator shall be paid at the rate of €11.65 per hour according to the number of lessons/work assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, correction and contact time in the adult education classes and any other related duties.

4. Duties

4.1 The duties of a part-time Adult Educator in the DRLE shall include:

- (a) Teaching of the subject/s assigned based on the learning outcomes as published in the Prospectus of the Directorate;
- (b) Familiarising oneself with the philosophy of the Directorate and assisting in its conceptual development with regards to service provision and other Lifelong Learning opportunities;
- (c) Assisting in programme implementation and reviews by providing the necessary statistics, record of work and other information requested related to appointed tasks;
- (d) Actively participating in on-going training and planning opportunities organised by the School/Centre within the Directorate;
- (e) Contributing to the development of courses by working closely with the Education Officer and Adult Education Coordinator in developing the learning outcomes of the course, resources and assessment tools;
- (f) Working closely with the Education Officer and Adult Education Coordinator to develop and implement effective approaches to motivate and support adults to become Lifelong Learners;
- (g) Assisting the Education Officer and Adult Education Coordinator in programme research, implementation and review;
- (h) Adhering to established working procedures while contributing to the on-going development of such;

- (i) Taking an active part in the continuous assessment of adult learners and recording outcomes of such professional intervention;
- (j) Working closely with other Adult Educators involved in the delivery of similar courses in order to identify effective modalities for:
 - (i) mobilising the strengths, potential and expertise of Adult Learners;
 - (ii) enabling Adult Learners to identify and meet their learning needs;
 - (iii) ensuring standardisation and quality assurance of learning;
- (k) Engaging Adult Learners in a process leading to an enhanced lifelong learning journey that benefits both themselves as individuals and collectively as citizens;
- (l) Caring for equipment available in the school/centre;
- (m) Performing any other duties assigned by the Permanent Secretary (MEDE) and/or his representative;
- (n) Performing any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

4.2 Further details may be obtained from the website: <https://goo.gl/sXLxqJ> or by telephone: 2598 2397 or contact DRLE on e-mail: lifelonglearning@gov.mt

5.0 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 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, because 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”.

The advice of the Citizenship and Expatriates Department 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 license in so far as this is required by the Immigration Act and subsidiary legislation. The Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in the Maltese and/or English language;
- (iii) in possession of a recognised 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 the subject/area applied for or a professional comparable qualification;
- (iv) In the absence of applications from eligible applicants according to paragraph 5.1(iii) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits or equivalent, with regards to programmes commencing as from October 2003) in the subject/area applied for or a comparable professional qualification;
- (v) In the absence of applications from eligible applicants according to paragraph 5.1(iii) and (iv) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent) in the subject/area applied for or a comparable professional qualification and have three (3) years experience as a part-time Educator;
- (vi) In the absence of applications from eligible applicants according to paragraph 5.1(iii), (iv) and (v) above and/or in the absence of a sufficient number of successful candidates, eligibility shall be extended to applicants who have five (5) years experience as a part-time Adult Educator teaching the subject/area applied for;

5.2 Qualifications at a level higher than that specified above 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 any of the above-mentioned qualifications 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/ECVET credits, or equivalent, taken as part of a recognized MQF level program of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

- 5.3 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the 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 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).

6.0 Submission of Supporting Documentation

- 6.1 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>, when you apply. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.
- 6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

7.0 Selection procedure

- 7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is **100** and the pass mark is **50**. The Assessment Criteria can be accessed on: <http://education.gov.mt/en/Pages/vacancies.aspx>

- 7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have a Teacher's Permanent Warrant and proven relevant work experience.
- 7.3 A successful candidate who applies in terms of paragraphs 5.1(iii) above, will be put on an order of merit list named Category A. Those applying in terms of paragraphs 5.1(iv) will be put on an order of merit list named Category B and those applying in terms of paragraphs 5.1(v) will be put on an order of merit list named Category C, and those applying in terms of paragraphs 5.1(vi) will be put on an order of merit list named Category D.
- 7.4 Successful candidates who apply in terms of paragraphs 5.1(iii) above, will be given preference over successful candidates who apply in terms of paragraphs 5.1(iv) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(v) above and these in turn be given preference over successful applicants who apply in terms of paragraphs 5.1(vi) above. Hence, applicants applying under paragraphs 5.1(iv), (v) and (vi) will only be considered once the order of merit of Category A referred to in paragraph 7.3, has been exhausted and if vacancies still exist.
- 7.5 Consequently, separate result lists will be published according to the order of merit pertaining to the subject/area mentioned in Appendix A mentioned in paragraph 1.2 above, and in accordance with section 5.1, and paragraphs 7.3 and 7.4. The result list will remain valid for one (1) year from date of publication or until the result list is exhausted, whichever is earlier.

8.0 Submission of applications

- 8.1 Applicants may apply for more than one of the options listed in Appendix A, by filling-in a separate application form for every subject/area. However, it is the prerogative of MEDE to select under which option to offer employment to the selected candidates, according to the exigencies of the Malta Public Service and the DRLE. The applicant must also indicate in his curriculum vitae the subject/area and levels of teaching (MQF 1, MQF 2, SEC, Advanced, etc.) s/he is willing to teach.
- 8.2 Applications, together with an updated Service and Leave Record Form (GP 47) in the case of Public Officers, and a summary of qualifications and experience in the Curriculum Vitae Format together with the history employment obtained from Jobsplus are to be submitted through the Online Education Recruitment Portal **ONLY** at the following address: <https://edurecruitment.gov.mt> by not later than **noon (Central European Time) of Friday, 27th December 2019.**

In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present 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. An automatic receipt will be sent to your e-mail informing you that your application was submitted successfully.

- 8.3 However, due to the exigencies of MEDE, the selection process will initially consider, applications received by **noon (Central European Time) of Friday, 31st August 2018**. Successful candidates in every subject/area will be placed in an order of merit list which will remain valid for one year from the date of publication or until the result list is exhausted, whichever is earlier.

However, should the order of merit list be exhausted as a result of additional vacancies in the subject/area mentioned in Appendix A, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by **noon (Central European Time) of Friday, 27th December 2019**. Should you require assistance with the application kindly contact Customer Care on telephone numbers 1571 or 2598 2463 or 153.

- 8.4 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.
- 8.5 Further details concerning the submission of applications are contained in the general provisions referred to below.

9.0 Other General Provisions

- 9.1 Other general provisions concerning this call for applications, with particular reference to:
- (a) applicable benefits, conditions and rules/regulations;
 - (b) reasonable accommodation for registered persons with disability;
 - (c) submission of recognition statements in respect of qualifications;
 - (d) publication of the result;
 - (e) the process for the submission of petitions concerning the result;
 - (f) medical examination;
 - (g) access to application forms and related details (not applicable in view of paragraph 8.2 above);
 - (h) 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/FormsandTe>

[mplates.aspx](#). These general provisions are to be regarded as an integral part of this call for applications.

APPENDIX A

The applicant must include in his Curriculum Vitae the subject/s and levels of teaching (MQF 1, MQF 2, SEC, Advanced, etc) s/he is willing to teach. This information is to be included in the section of the Europass called: 'Desired Employment'. The Europass CV may be downloaded from this link: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

ESSENTIAL SKILLS

1. English
2. ICT for Beginners
3. Maltese
4. Maths

LANGUAGE LEARNING

1. Arabic
2. Chinese (Mandarin)
3. English
4. English as a Foreign Language
5. French
6. German
7. Greek
8. Italian
9. Japanese
10. Maltese
11. Maltese as a Foreign Language
12. Maltese Sign Language
13. Russian
14. Spanish
15. Turkish

IMPROVING EDUCATION AND CAREER PROSPECTS

1. Accounting
2. Automotive Engineering
3. Biology
4. Chemistry
5. Computing
6. Curtain Making and Soft Furnishings
7. Customer Care
8. ECDL
9. ECDL Advanced Database
10. ECDL PowerPoint

11. ECDL Advanced Spreadsheets
12. ECDL Advanced Word Processing
13. ECDL Web Editing
14. Electrical Installation
15. Environmental Science
16. Furniture Renovation
17. Gardening
18. Gold and Silversmithing
19. History
20. Human Resource Management
21. Interior Design
22. Java Programming
23. Ladies and Gents Garments
24. Marketing
25. Maths
26. Mechanical Clock Repair
27. Metal Work
28. Philosophy
29. Photo Editing
30. Physics
31. Psychology
32. Religious Knowledge
33. Sociology
34. Stainless Steel Fabrication
35. Woodwork

HEALTHY LIVING

1. Cookery and Nutrition
2. Health and Safety
3. Health, Wellbeing and Successful Ageing
4. Personal Care (Beauty Care)
5. Personal Empowerment and Leadership Development

CREATIVE EXPRESSION

1. Basic Digital Photography
2. Basic Techniques in Cake Decoration
3. Beading Techniques
4. Card Making
5. Cottage Crafts
6. Creative Knitting
7. Crochet
8. Embroidery
9. Flower Arranging

10. Ganutell
11. Gilding
12. Lace Making
13. Macramé
14. Monastery Works
15. Mosaic
16. Parchment Craft
17. Patchwork
18. Plastic Canvas
19. Pottery and Ceramics
20. Sewing Basics
21. Weaving