

MINISTRY FOR EDUCATION

POSITION OF PART-TIME EDUCATION COORDINATOR IN THE MINISTRY FOR EDUCATION

Nomenclatures denoting the male gender include also the female gender.

Ministry for Education (MFED) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MFED 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 invites applications for the position of part-time Education Coordinator to serve within the Mikiel Anton Vassalli College - Malta School of Music in the Ministry for Education.

Duration of assignment and Conditions

2.1 A selected candidate will be engaged as a part-time Education Coordinator in the Ministry for Education, 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 Education Coordinator is subject to a probationary period of three (3) months.

2.3 Since this is a position which is time-barred or linked to the completion of a specific task, the position of part-time Education Coordinator 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 Part-time Education Coordinator shall work on part-time basis for a number of hours per week (maximum of 25 hours weekly) which will be determined prior to the beginning of the scholastic year depending on the number of applicants who would have applied to attend learning courses and/or any arising 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 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.

2.8 Accepting appointment in this position signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC positions or applications for a definite position when the officer concerned holds an indefinite appointment.

Salary pegged to the position

3. A part-time Education Coordinator shall be paid at the rate of €20.00 per hour according to the number of hours worked plus pro-rata bonuses (mid-year and Christmas) and income supplement.

Duties

4. The job duties for the position of part-time Education Coordinator 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 Department of Citizenship and Expatriate Affairs within the 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 Maltese and/or English language;
- iii. in possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Music Education or Arts Management or any related area of study or a comparable qualification and two (2) years relevant work experience in teaching and learning in a formal educational setting or Arts Administration/Management within a formal institution; **OR**
- iv. in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Music Education or Arts Management or any related area of study or a comparable qualification and four (4) years relevant work experience in teaching and learning in a formal educational setting or Arts Administration/Management within a formal institution;

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

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

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, or equivalent*.

*In the absence of documentary evidence as to the ECTS/ECVET credits or other system measuring the course

content, the selectin board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

5.3 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/ECVETS credits, or equivalent, taken as part of a recognized higher MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

5.4 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; 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).

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

5.6 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).

Submission of Supporting Documents

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal on <https://edurecruitment.gov.mt>.

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

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%.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.5, have proven relevant work experience.

Submission of Applications

8.1 Applications are to be submitted, for the attention of the Ministry for Education, through the Education Recruitment Portal **only** at the following address: <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **17:15 hrs (Central European Time) of Monday, 15th March, 2021**. A computer-generated e-mail will be sent as an acknowledgement of the application. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 153. Further details concerning the submission of applications are contained the general provisions referred to below.

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

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

8.4 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 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.