



CIRCULAR

Ref: DCLE 05/2024

From: Mr Jude Zammit, Director General (DCLE)

To: MEYR employees

Subject: Call for Expression of Interest from among MEYR Public Officers to be assigned duties as Support Officers in the PISA Conference

Date: 05th March 2024

Call for Expression of Interest from among MEYR public officers to be assigned duties as Support Officers in the PISA conference.

1. Introduction

In line with the concept of job mobility, which enhances the learning experience of the individual whilst addressing the exigencies of the Public Service, the Department of Curriculum, Lifelong Learning and Employability within the Ministry for Education, Sport, Youth, Research, and Innovation, invites interested candidates who would like to offer their services as **support officers** to express their interest in providing such service.

2. Terms and conditions

The service is to be carried out for a maximum of 30 hours divided as follows:

- up to 25 hours supporting the events team from Monday 15th April and Friday 19th April 2024, between 7:30 a.m. and 11:00 p.m. (shift basis)
- participation in up to 5 hours of training/meetings ahead of the PISA Conference.

Selected applicants will be expected to make their own arrangements to be released from their place of work.

Selected candidates will continue to receive the salary of their substantive grade for the period during which they are assigned to any of the below duties. They will resume the duties of their substantive grade once their deployment on such duties ceases.

Duties carried out outside of working hours will be remunerated at their respective grade overtime rate.

The PISA conference will be held at the Mediterranean Conference Centre in Valletta. Worldwide delegates will be invited to attend the conference.



3. Main Duties and Responsibilities

The duties and responsibilities of the selected candidate/s shall include:

- Register the delegates and manage the registration desk.
- Assist and usher high-profile delegates.
- Office work related to the PISA conference.
- Coordinates transportation arrangements
- Assist in any other logistic tasks.
- Undertakes any other tasks, which the superior may delegate to him/her as required.

4. Eligibility Criteria

By the closing time and date of this expression of interest, applicants must be MEYR employees who are confirmed in their grade.

Eligible candidates may be requested to attend an interview to assess their suitability.

5. Submission of Applications

Candidates should submit their expression of interest via <https://edurecruitment.gov.mt> by not later than noon (Central European Time) of 15th March 2024.

Any queries should be sent by email to jolene.cordina.1@gov.mt.

Mr Jude Zammit
Director General