

Ministry for Education, Sport, Youth, Research and
Innovation
Education Building
Great Siege Road
Floriana

Date: 20th October 2023

To: Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

Post of Assistant Manager in the Ministry for Education, Sport, Youth, Research and Innovation

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 invites applications for the post of Assistant Manager within the Ministry for Education, Sport, Youth, Research and Innovation.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1(a) or (c) is Salary Scale 12, which in the year 2023 is equivalent to €20,270.04 per annum, rising by annual increments of €354.00 up to a maximum of €22,394.04.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2023 is equivalent to €21,630.00 per annum, rising by annual increments of €375.17 up to a maximum of €23,881.02, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€23,029.57 x €407.67 - €25,475.59) in the year 2023 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position.

2.7 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

- a. Appointees within the Managerial/Officer/Practitioners streams must have served in their current post, and if appointed are to serve in this post, for a minimum of two (2) years before applying laterally. This is not applicable for promotion purposes, subject to the pertinent eligibility criteria.
- b. All other officers must be confirmed in appointment, and if appointed are to serve in this post for a minimum of two (2) years, before applying laterally. The latter condition is not applicable for promotion purposes.

2.8 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at their own request to carry out duties elsewhere, in accordance with established vacancies.

2.9 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The job duties for this post of Assistant Manager may be viewed in Annex A attached to this Circular.

Eligibility Requirements

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

Public Officers, or Public Sector employees seconded with the Malta Public Service, or RSSL employees.

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply;

AND

- a. In possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Accountancy or Social Wellbeing or Social Policy or Public Policy or Public Administration or Business Administration or Management or Educational Leadership or Innovation or Project Management or Health and Social Care or a recognised comparable professional Diploma at MQF Level 4 in Accountancy.

OR

- b. In possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Accountancy or Social Wellbeing or Social Policy or Public Policy or Public Administration or Business Administration or Management or Educational Leadership or Innovation or Project Management or Health and Social Care or a recognised comparable professional Diploma at MQF Level 5 in Accountancy.

OR

- c. (i) In possession of two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation Level (which must include two (2) of the following subjects: Any language or ICT or Sociology or Science or Accounts or Mathematics or Marketing or Economics or Psychology) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced level (which must include one of the following subjects: Any language or ICT or Sociology or Philosophy or Accounts or Mathematics or Marketing or Economics or a Science subject)

*A recognised qualification comparable to 120/60 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Successful candidates who are in possession of a recognised MQF Level 4 (qualification or two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation level or in possession of three (3) subjects at Advanced level, or a recognised comparable qualification) in the areas highlighted in 4.1 (a) or (c), shall enter as **Assistant Manager (Salary Scale 12)**. Upon possession of a relevant Diploma at MQF Level 5, as indicated in paragraph 4.1 (b), in related areas such officers shall progress to **Assistant Manager (Salary Scale 11)**. All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (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/ECVET credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraphs 4.1 (a) to 4.1 (c) or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st December, 2023. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment

(b) Appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualifications referred to in clauses 4.1 (a) to 4.1 (c) or 4.2.

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the Selection Board could opt to give one of the lower marks if substantiated by an available transcript.

4.4 To determine the comparable level of responsibility of Public Sector employees currently seconded with the Public Service and RSSL employees to the level of responsibility required of Public Officers applying for this post, the Selection Board should invariably and formally consult the Director/HR Manager responsible for the respective Public Sector entity.

The current arrangement, whereby Public Sector employees seconded with the Public Service remain on the books of the respective entity, shall continue to apply in the case of Public Sector employees who are selected for the post, subject to the consent of the entity. RSSL employees selected for this post will have their employment with RSSL ipso facto terminated following the successful completion of the probationary period.

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 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.

4.7 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

5.1 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 (<https://edurecruitment.gov.mt>).

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

Selection Procedure

6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience .

Submission of Applications

7.1 Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation, 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 the applicant). In the case of Public Officers, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application. Whilst in the case of Public Sector employees seconded with the Public Service and RSSL employees, theHR Unit of the ministry /department issuing the call for application must request a record of any period of work on reduced hours or on a part-time basis, unpaid leave including unpaid sick leave and/or any periods of absence from duties, and any records of any disciplinary action 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 seconded with the Public Service, theHR Unit of the ministry /department issuing the call for application will request confirmation from the Director responsible for People Management of the Ministry (where applicants are performing duties) that they are officially performing duties in such Ministry. The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Monday, 6th November, 2023. 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.

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

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

7.4 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 latest, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. 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;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents,

may be viewed by accessing the website of the People and Standards Division (<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>).

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

Mr Matthew Vella
Permanent Secretary
Ministry for Education, Sport, Youth, Research and Innovation