

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

Date: 16th February 2024

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

**Post of Manager I 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 Manager I within the Policy Monitoring and Evaluation Directorate (PMED) in the Ministry for Education, Sport, Youth, Research and Innovation.

**Terms and Conditions**

2.1 This appointment is subject to a probationary period of twelve (12) 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 Manager I is Salary Scale 10, which in the year 2024 is €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00.

2.4 A Manager I in Salary Scale 10 will progress up to Salary Scale 7 (€28,855.98 x €531.17 - €32,043.00 in 2024) on completion of ten (10) years of service as Manager I in the respective Salary Scale, subject to satisfactory performance.

2.5 The appointees shall also be entitled to an annual performance bonus of up to 10% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

2.6 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.

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

**Duties**

3. The job duties for the post of Manager I 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 who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply;

**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, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not. Reversion to previous unconfirmed appointment is not possible;**

- i. able to communicate in the Maltese and English languages;

### **AND**

- ii. in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent\*) in Psychology or Arts or Education or Law or Media or Knowledge Science or Diplomatic Studies or European Studies or Social Sciences or Communications or Policy or Statistics or Management or in relevant areas as determined by Management.

\*A recognised Qualification comparable to 180 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

4.2 (i) 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.

(ii) 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. 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).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1 or else as indicated in paragraph 3.1 of the general provisions [https://recruitmentadmin.gov.mt/attachments/2024\\_02\\_13\\_11\\_44\\_48\\_General%20Provisions\\_ENG.pdf](https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf)

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 October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

### **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 4.3, 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). The closing date of the receipt of applications is 17:15 hrs (Central European Time) of Monday, 4th March 2024. 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 moment 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;
- lateral applications;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- qualifications at a higher level;
- comparative level of public sector employees;
- renouncement of pending applications;
- publication of the result;
- medical examination;
- 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 address [https://recruitmentadmin.gov.mt/attachments/2024\\_02\\_13\\_11\\_44\\_48\\_General%20Provisions\\_ENG.pdf](https://recruitmentadmin.gov.mt/attachments/2024_02_13_11_44_48_General%20Provisions_ENG.pdf) These general provisions are to be regarded as an integral part of this call for applications.

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