

Ministry for Education, Sport, Youth, Research and Innovation

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 an Assistant Manager in the Information Management Unit (IMU) 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 (iii) (a) or (iii) (c) is Salary Scale 12, which in the year 2024 is equivalent to €21,236.00 per annum, rising by annual increments of €354.00 up to a maximum of €23,360.00.

2.4. An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2024 is equivalent to €22,642.98 per annum, rising by annual increments of €375.17 up to a maximum of €24,894.00, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 (iii) (b).

2.5. An Assistant Manager who satisfies the eligibility provision of paragraph 4.1 (iii) (b) will be placed in Salary Scale 11, and will progress to Scale 10 (€24,085.98 x €407.67 - €26,532.00) in the year 2024 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

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 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:

- 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, 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 Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identita` 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 English language;

iii. a. in possession of a recognised qualification MQF Level 4 (subject to a minimum of 120 ECTS/ECVE1 credits, or equivalent*) in Computing or ICT or Public Administration or Finance or Business Management or Project Management or Management Studies or a recognised comparable professional Diploma at MQF Level 4 in ICT or in relevant areas as determined by Management;

OR

b. in possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVE1 credits, or equivalent*) in Computing or ICT or Public Administration or Finance or Business Management or Project Management or Management Studies or a recognised comparable professional Diploma at MQF Level 5 in ICT or in relevant areas as determined by Management;

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: ICT or Computing or Accounts or Business) 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: ICT or Computing or Accounts or Business)

*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.

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.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at

Advanced level and three 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 (iii) (a) or (c), shall enter as Assistant Manager (Salary Scale 12). On attainment of a relevant MQF Level 5 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) 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 (iii) (a) to 4.1 (iii) (c) 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 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.

4.4. Applicants must be of conduct which is appropriate to the post applied for. Those applying from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office 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.

Submission of Supporting documentation

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 - 4.4, 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 Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has 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, 11th 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.

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