

## **Ministry for Education, Sport, Youth, Research and Innovation**

### **Post of Education Officer 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 Education Officer within the Ministry for Education, Sport, Youth, Research and Innovation:

(i) Education Officer (Educational Support Services) (EO-ESS)

- Inclusive Education

(ii) Education Officer (Service Provision) (EO-SP)

- Physical Education
- SpLD (Specific Learning Difficulties)

#### **Terms and Conditions**

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 The salary for the post of an Education Officer is Salary Scale 5, which in the year 2025 is equivalent to, €34,185.98 per annum, rising by annual increments of €640.67 up to a maximum of €38,030.00.

2.3 An Education Officer in Salary Scale 5 with twenty-five (25) years of experience in any grade of the agreement between the Government and the Malta Union of Teachers (MUT) dated 15th July 2024 and the Student Support Services Grades Agreement dated 21st August 2021, five (5) years of which must be as service in the grade of Education Officer, shall progress to Salary Scale 4 as Education Officer, which in the year 2025 is equivalent to €41,530.00. Progression is effective from the date of attainment of the required years as stipulated in the agreement between the Government and the Malta Union of Teachers (MUT) signed on the 15th of July 2024, whichever is the latest. Any years of service of teaching experience as a Supply Teacher shall be reckonable in full for the years of progression required in the clause mentioned.

2.4 An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in the agreement between the Government and the Malta Union of Teachers (MUT) as signed on the 15th of July 2024.

2.5 The grade of an Education Officer is a management post conditioned to general service hours.

2.6 Selected candidates must be of conduct which is appropriate to the post applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.7 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

The selected candidate/s will be required to fill in the Declaration available at Appendix 1 to Directive 16 (available [here](#)), since this post is in salary scales 5 or higher.

## Duties

3. The job duties for the post of Education Officer 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 Maltese and English languages; and
- iii. be in possession of a Permanent Teacher's Warrant; and
- iv. have not less than ten (10) scholastic years teaching experience; and
- v. four (4) scholastic years' service in the grade of Deputy Head of School, Head of Department or in leadership roles within the education institutions, and
- vi. four (4) years of teaching experience in the particular subjects/group of subjects or area, mentioned in paragraph 1 (i) and (ii).

Part-time years of service mentioned above will be worked on a pro-rata basis.

As provided by clause 34(2) of the Sectoral Agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August 2010, Instructors who have been re-designated as Teachers (Personal Basis) and who satisfy the eligibility criteria outlined in paragraph 4.1 above, shall be likewise eligible. It is being clarified that years of teaching experience in the grade of Instructor shall be reckonable as teaching experience in terms of paragraph 4.1 (iv) and (vi) above.

Teaching experience is considered as any experience in any grade covered by the Education Sectoral Agreement dated 15th July 2024 and the Student Support Services Grades agreement dated 21st August 2021.

**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.**

4.2 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.3 Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of “service in the grade” as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

### **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 60%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 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 Online Education Recruitment Portal only at the following address: <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is **5.15 pm** (Central European Time) of Monday, 10th March, 2025. A computer-generated email 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 and time of this call for applications, 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://publicservices.gov.mt/en/people/Documents/Recruitment\\_GenProvs/General%20Provisions\\_ENG.pdf](https://publicservices.gov.mt/en/people/Documents/Recruitment_GenProvs/General%20Provisions_ENG.pdf).

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