

Ministry for Education, Sport, Youth, Research and Innovation

Position of part-time Coordinators to coordinate the summer catch-up classes 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 position of part-time Coordinators to coordinate the summer catch-up classes within the Ministry for Education, Sport, Youth, Research and Innovation as follows:

- Part-time Centre Coordinators

Duration of assignment and Conditions

2.1. The programme will run from Mondays to Thursdays for 8 weeks from the 14th of July 2025 to the 04th of September 2025. Due to the preparatory nature of some tasks, part-time Centre Coordinators will be required to start duties several weeks prior to the start of the programme. The part-time National Coordinators will be required to start duties during the month of May 2025. All part-time Coordinators are to report to work 15 minutes prior to the opening of centre for students. An information meeting for prospective applicants may be held prior to the commencement of the program.

2.2. The position of part-time Coordinators for the summer catch-up classes is subject to a probationary period of three (3) months.

2.3. Since this is a position which is time-barred or linked to the completion of a specific task, such constitutes an objective reason, the position of part-time Coordinators for the summer catch-up classes, which falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4. The provisions relating to benefits and entitlements described in the Public Service Management Code such as vacation and sick leave are in the case of part-timers applicable on a pro-rata basis. Vacation leave is to be availed of during the school holidays.

2.5. Selected candidates must be of conduct which is appropriate to the post/position 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.

2.6. 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.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available [here](#)).

Salary pegged to the position

3.1. Part-time Coordinators for the summer catch-up classes shall work on a part-time basis for a maximum of twenty (20) hours per week, depending on the number of applicants who would have applied to attend the courses and/or any exigencies which may arise/change from time to time. Their definite part-time appointment may be renewed for further periods.

3.2. Part-time Coordinators for the summer catch-up classes shall be paid at the rate of €23.74 per hour, which includes 40 minutes of contact time and 30 minutes of preparation time. The remuneration is inclusive of preparation, contact time and any other related duties. Part-time rate will be used for tax deduction purposes.

Duties

4. The job duties for the position of part-time Coordinators for the summer catch-up classes may be viewed in Annex A attached to this Circular.

Eligibility Requirements

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

- i.
 - a. citizens of Malta; **or**
 - b. citizens of the 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 language; and

iii. an Educator in the grade of a Teacher or Assistant Head of School or Head of School or Head of Department or Education Officer; and

iv. in possession of a Teacher's Warrant (Permanent) issued by the Council for the Teaching Profession (CTP) under article 24 (2) of the Education Act.

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.

Submission of Supporting Documents

6.1. 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 on <https://edurecruitment.gov.mt>.

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

Selection Procedure

7.1. Eligible applicants will be assessed by a Selection Board to determine their suitability only in cases where the number of applicants exceeds the number of vacancies in the subject/area applied for. In such cases the maximum mark for this selection process is 100% and the pass mark is 50%.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1, have proven relevant work experience.

Submission of Applications

8.1. 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 Wednesday, 02nd April, 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.

8.2. It is the responsibility of the applicants not to leave until the last moment for submission of their application.

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

8.4. 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

9. 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.

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