

## Ministry for Education

### POST OF KINDERGARTEN EDUCATORS IN THE MINISTRY FOR EDUCATION

*Nomenclatures denoting the male gender include also the female gender.*

The Ministry for Education (MFED) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MFED 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 (MFED) invites applications for the post of Kindergarten Educators within the Ministry for Education.

#### Terms and Conditions

2.1. This appointment is subject to a probationary period of twelve (12) months for Kindertgarten Educator III and for Kindergarten Educator II and I, a probationary period of six (6) months .

2.2. The salary for the post of Kindergarten Educator III, for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) is Salary Scale 10, which in the year 2020 is equivalent to €20,603 per annum, rising by annual increments of €407.67 up to a maximum of €23,049.

2.3. A Kindergarten Educator III in Salary Scale 10 will progress to Salary Scale 9 (€21,933 x €447.33 - €24,617) in the year 2020 on completion of five (5) years service in the grade of KGE III in Salary Scale 10, subject to satisfactory performance .

2.4. The salary for the post of Kindergarten Educator II, for those applicants entering into the grade under the eligibility provions of paragraphs 4.1 (iv) is Salary Scale 12, which in the year 2020 is equivalent to €18,142 per annum, rising by annual increments of €354 up to a maximum of €20,266.

2.5. A Kindergarten Educator II in Salary Scale 12 will progress to Salary Scale 10 (€20,603 x €407.67 - €23,049) in the year 2020 on completion of five (5) years service in the grade of KGE II in Salary Scale 12, subject to satisfactory performance.

2.6. The salary for the post of a Kindergarten Educator I, for those applicants entering into the grade under the eligibility provisions of paragraphs 4.1 (v) is Salary Scale 15, which in the year 2020 is equivalent to €14,821 per annum, rising by annual increments of €298.00 up to a maximum of €16,609.00.

2.7. A Kindergarten Educator I in Salary Scale 15 will progress to Salary Scale 14 (€15,870 x €316.83 - €17,771) in the year 2020 on completion of five (5) years service in the grade of KGE I in Salary Scale 15, subject to satisfactory performance, and to further progress to Salary Scale 13 (€16,985 X €335.50 - €18,998) in the year 2020 on completion of another five (5) years service in the grade of KGE I in Salary Scale 14, subject to satisfactory performance.

2.8. Furthermore, a Kindergarten Educator I, who takes the initiative and successfully completes a full qualification (Diploma) at MQF Level 5 as indicated in paragraph 4.1 (iv), will automatically be promoted into the grade of Kindergarten Educator II in Salary Scale 12.

2.9. Furthermore, a Kindergarten Educator I or II, who takes the initiative and successfully completes a full qualification (Degree) at MQF Level 6 as indicated in paragraph 4.1 (iii), will automatically be promoted into the grade of Kindergarten Educator III in Salary Scale 10. In such instances, the years of service as a Kindergarten Educator II shall be reckonable for progression on a 4:1 basis (every four (4) years in the grade of Kindergarten Educator II shall result in a deduction of one (1) year for progression into Salary Scale 9).

2.10. All Salary Scales for all grades mentioned above (2.2 to 2.9) are supplemented by the respective annual Class Allowance together with the respective annual Works Resource Fund according to the grade and salary scale and are subject to yearly increments as stipulated in the agreement between the Government of Malta and the Malta Union of Teachers (MUT) of the 21st December 2017).

2.11. Lateral applications in the same grade from public officers are not allowed.

2.12. 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 positions or applications for a definite position when the officer concerned holds an indefinite appointment.

## **Duties**

3. The job duties for the post of Kindergarten Educators 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 Department of Citizenship and Expatriate Affairs within the Identity Malta Agency 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 Maltese and English Languages;

iii. in possession of a recognised full qualification (Degree) at MQF Level 6 or higher (subject to a minimum of 180 ECTS/ECVET credits, or equivalent \*) in Early Childhood Education and Care or a comparable professional qualification;

iv. in the absence of applications from eligible candidates according to paragraph 4.1 (iii) and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of a recognised full qualification (Diploma) at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent \*) in Early Childhood Education and Care or a comparable professional qualification;

v. in the absence of applications from eligible candidates according to paragraph 4.1 (iv) and/or in the absence of successful candidates, eligibility shall be extended to applicants in possession of a recognised award at MQF Level 5 (subject to a minimum of 30 ECTS/ECVET credits or equivalent \*), in Early Childhood and Care or a comparable qualification. Provided that a full qualification (Diploma) at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits or equivalent \*), in Early Childhood Education and Care or a comparable qualification shall also make candidates eligible for application into the grade of KGE I.

For the purposes of paragraph 4.1 (v), the Childcare Training Programme (0-3 years) together with the Certificate of Competence (0-5 years), or the Vocational Education and Training Award in Childcare (0-5 years), are considered as equivalent to the Diploma, at MQF level 4, in Early Childhood Education and care.

\*In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 30/60/120/180 ECTS/ECVET credits (as applicable). The advice of the MQRIC may be sought.

**Public Officers applying for this post must be confirmed in their current appointment.**

4.2. Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits, or equivalent \*.

\* In the absence of documentary evidence as to the ECTS/ECVET credits or other system measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognised higher MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3. 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.

4.4. Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police 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).

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. 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 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 800 and the pass mark is 400.

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

6.3. Successful applicants will be listed in three (3) separate order of merit lists. List A will contain the order of merit of successful applicants who satisfy all the requisites as specified in paragraph 4.1 (iii) above and engagement will be in the grade of Kindergarten Educator III. List B will contain the order of merit of successful applicants who qualify under paragraph 4.1 (iv) above and engagement will be in the grade of Kindergarten Educator II. List C will contain the order of merit of successful applicants who qualify under paragraph 4.1 (v) above and engagement will be in the grade of Kindergarten Educator I. First preference will be given to successful candidates from List A, then to successful candidates from List B, and then to successful candidates from List C.

### **Submission of Applications**

7.1. Applications are to be submitted, for the attention of the Ministry for Education, 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 applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct which have 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 Tuesday, 22nd December, 2020**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained 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 later, to submit any incorrect or incomplete 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;
- 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 website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>

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