

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

### **POSITION OF PART-TIME ADULT E-LEARNING PROGRAMME COORDINATOR 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 (MEYR) invites applications for the position of part-time Adult E-learning Programme Coordinator in the Ministry for Education, Sport, Youth, Research and Innovation, for a definite period on a part-time basis, as and when required.

#### **Duration of assignment and Conditions**

2.1. A selected candidate will be engaged as a part-time Adult E-learning Programme Coordinator in the Ministry for Education, Sport, Youth, Research and Innovation. The engagement will be on a definite basis for one (1) scholastic year or less, which may be renewed for further periods.

2.2. The position of part-time Adult E-learning Programme Coordinator is subject to a probationary period of one (1) year.

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 Adult E-learning Programme Coordinator falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4. Part-time Adult E-learning Programme Coordinators shall work on a part-time basis for a number of hours per week which will be determined prior to the beginning of the scholastic year depending on the number of applicants who would have applied to attend adult learning courses and/or any exigencies which may arise/change from time to time.

2.5. 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.

2.6. Duty days, hours and holidays shall be as established by the Directorate. These may be either in the mornings, afternoon or evening. The service may be requested throughout the calendar year.

2.7. Directorate for Research, Lifelong Learning and Employability (DRLLE) within MEYR offers several courses, at different times of the day, from Mondays to Saturdays, and at different venues in Malta and Gozo and also online. Different time schedules for adult learning courses apply to ensure that all learner needs are met.

2.8. An officer holding a position of a definite nature (i.e. with objective reason), who is in the last (4) months of his/her definite term, may apply laterally, even if the advertised position carries the same specialisation that s/he currently holds.

2.9. Accepting appointment in this position 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.

## **Salary pegged to the position**

3. A part-time Adult E-learning Programme Coordinator shall be paid at the rate of €20.00 per hour according to the number of lessons/work assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, correction, assessment, record-keeping and feedback and meetings with management and contact time in the adult education classes and any other related duties. There is no additional reimbursement for travel to and from the venue.

## **Duties**

4. The job duties for the position of part-time Adult E-learning Programme Coordinator 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 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) fluent and proficient in the Maltese and English language - verbal and written;

(iii) in possession of a recognized Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVE credits, or equivalent\*) in Computer science or Information Technology or Instructional Design, or a professional comparable qualification and two (2) years relevant work experience;

OR

(iv) in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent\*\*) in Computer science or Information Technology or Instructional Design, or a professional comparable qualification and four (4) years relevant work experience.

\*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MFHEA formal Master's recognition statement being submitted with the application.

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

**(v) Public Officers applying for this position must be confirmed in their current appointment.**

5.2. (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) 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.

(iii) 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/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

5.3. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public 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.

5.4. Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

5.6. Prospective applicants should note the requirement to produce MFHEA recognition statements in respect of their qualifications from MFHEA or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

### **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 for the position. The maximum mark for this selection process is 100% and the pass mark is 50%. During the interview applicants are to present a sample scheme of work and/or lesson plan and any relevant materials and resources related to the subject area applied for, which will be duly assessed and graded. In addition, for VET subjects, applicants are expected to present a portfolio of work.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.4, have a Teacher's Permanent Warrant and/or teacher training qualification and/or proven relevant work experience.

## Submission of Applications

8.1. The applicant must indicate in his curriculum vitae the subject/area and levels of teaching (MQF 1, MQF 2, SEC, Advanced, etc.) s/he is willing to teach. They should also indicate whether they are available to teach mornings and/or evenings and in Malta and/or Gozo. This information is to be included in the section called: 'Desired Employment'. The Europass CV may be downloaded from this link: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

8.2. 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 Tuesday, 14th February, 2023**. 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.

8.3. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

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

8.5. 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 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;
- reasonable accommodation for registered persons with disability;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- 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.