

# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni, l-Isport, iż- Żgħażaġh, ir-Riċerka u l- Innovazzjoni (MEYR)
<b>L-impjieg</b>	Koordinatur fuq bażi part-time għall-E- learning Programme għall-Adulti



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT, IŻ-  
ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Koordinatur fuq bażi part-time għall-E-learning Programme għall-Adulti jinkludu:

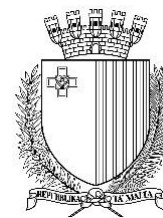
- i. jiffamiljarizza ruħu mal-filosofija tad-Direttorat u jassisti fl-iżvilupp kuncettwali tiegħu fir-rigward tal-provvista ta' servizzi u opportunitajiet oħra ta' lifelong learning, speċjalment dawk li huma pprovduti onlajn;
- ii. jinvolvi lil studenti adulti fi proċess li jwassal għal vjaġġ imtejjeb ta' lifelong learning li jkun ta' benefiċċju kemm lilhom infushom bħala individwi kif ukoll kollettivament bħala ċittadini;
- iii. jaħdem mill-qrib ma' edukaturi adulti oħra, Uffiċjal Edukattiv u Koordinaturi għall-Edukazzjoni għall-Adulti involuti fit-twassil ta' kwalunkwe korsijiet sabiex jiġu identifikati modalitajiet effettivi għal:
  - a. jappoġġja lill-edukaturi biex jipprovdu lezzjonijiet onlajn ta' kwalità u standards adegwati;
  - b. jappoġġja lill-istudenti adulti biex jidhlu f'lezzjonijiet onlajn;
  - c. jimmobilizzaw is-saħħiet, il-potenzjal u l-kompetenza ta' studenti adulti;
  - d. jippermetti lill-istudenti adulti jidentifikaw u jissodisfaw il-ħtiġijiet tat-tagħlim tagħhom;
  - e. jiżgura standardizzazzjoni u assigurazzjoni tal-kwalità tat-tagħlim, meta dan ikun ipprovdut b'mod asinkroniku jew sinkroniku (generalment fuq MS Teams);
- iv. jsir familjari u jmexxi utenti oħra bir-reġistrazzjoni tal-applikanti, il-ħolqien ta' klassijiet u dmirijiet ta' amministrazzjoni back-end fil-portal użat mid-Direttorat (prezentament, MySchools);
- v. jsir familjari u jmexxi użi oħra mas-sistema operattiva li tikkontrolla l-amministrazzjoni tal-korsijiet, Virtual Learning Environments, listi tal-klassijiet, għodod ta' attendenza u ta' valutazzjoni użati għall-korsijiet tal-Lifelong Learning;
- vi. jgħin fl-implimentazzjoni u r-reviżjonijiet tal-programm billi jipprovdi statistika meħtieġa, rekord tax-xogħol u informazzjoni oħra mitluba relatata mal-kompiti maħtura;
- vii. jipparteċipa b'mod attiv f'opportunitajiet ta' taħriġ u ppjanar kontinwu organizzati mill-Iskola/Ċentru fi hdan id-Direttorat;
- viii. jaħdem mill-qrib mal-Uffiċjal Edukattiv u l-Koordinaturi għall-Edukazzjoni għall-Adulti fl-iżvilupp u l-implimentazzjoni ta' approċċi effettivi biex jimmotivaw u jappoġġaw lill-adulti biex isiru lifelong learners;

- ix. jassisti lill-Uffiċjal Edukattiv u lill-Koordinaturi għall-Edukazzjoni għall-Adulti fir-riċerka, l-implimentazzjoni u r-reviżjoni tal-programmi;
- x. jaderixxi mal-proċeduri ta' ħidma stabbiliti filwaqt li jikkontribwixxi għall-iżvilupp kontinwu ta' tali;
- xi. joħloq materjal ta' taħriġ u gwidi għall-utent inklużi linji gwida tal-vidjow b'appoġġ għall-edukazzjoni onlajn għal sessjonijiet onlajn asinkroniċi u sinkroniċi;
- xii. jidentifika it-tagħlim diġitali u r-rizorsi ta' tagħlim u l-attivitajiet u li jiffaċilitaw it-tagħlim onlajn;
- xiii. jkun attiv fil-valutazzjoni kontinwa ta' studenti adulti u jirreġistra r-riżultati ta' tali intervent professjonali;
- xiv. jwettaq kwalunkwe dmir ieħor assenjat mis-Segretarju Permanenti (MEYR) u/jew ir-rappreżentant tiegħu;
- xv. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xvi. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Aktar dettalji jistgħu jinkisbu mis-sit: <https://lifelonglearning.gov.mt> jew bit-telefon: 2598 2286 jew tikkuntatja lid-DRLE fuq l-e-mail: [lifelonglearning@gov.mt](mailto:lifelonglearning@gov.mt).

# Annex A

<b>Ministry</b>	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
<b>Job title</b>	Part-time Adult E-learning Programme Coordinator



MINISTRY FOR EDUCATION, SPORT, YOUTH,  
RESEARCH AND INNOVATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

The duties of a Part-time Adult E-learning Programme Coordinator include:

- i. familiarises oneself with the philosophy of the Directorate and assists in its conceptual development with regards to service provision and other Lifelong Learning opportunities, especially those that are provided online;
- ii. engages adult learners in a process leading to an enhanced lifelong learning journey that benefits both themselves as individuals and collectively as citizens;
- iii. works closely with other adult educators, Education Officer and Adult Education Coordinators involved in delivery of any courses in order to identify effective modalities for:
  - a. supporting educators to provide online lessons of quality and adequate standards;
  - b. support adult learners to engage in online lessons;
  - c. mobilising the strengths, potential and expertise of adult learners;
  - d. enables adult learners to identify and meet their learning needs;
  - e. ensures standardisation and quality assurance of learning, when this is provided asynchronously or synchronous (usually over MS Teams);
- iv. become familiar and lead other users with the registration of applicants, creation of classes and back-end administration duties in the portal used by the Directorate (presently, MySchools);
- v. become familiar, operate and lead other uses with the operating system controlling the administration of courses, Virtual Learning Environments, class lists, attendance and assessment tools used for the Lifelong Learning courses;
- vi. assists in programme implementation and reviews by provide necessary statistics, record of work and other information requested related to appointed tasks;
- vii. actively participates in on-going training and planning opportunities organised by the School/Centre within the Directorate;
- viii. works closely with the Education Officer and Adult Education Coordinators in developing and implementing effective approaches to motivate and support adults to become lifelong learners;
- ix. assists Education Officer and Adult Education Coordinators in programme research, implementation and review;
- x. adheres to established working procedures while contributes to on-going development of such;

- xi. create training material and user guides including video guidelines in support of online education for asynchronous and synchronous online sessions;
- xii. identify digital teaching and learning resources and activities that facilitate online learning;
- xiii. takes an active part in the continuous assessment of adult learners and records outcomes of such professional intervention;
- xiv. performs any other duties assigned by the Permanent Secretary (MEYR) and/or his representative;
- xv. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xvi. any other duties as directed by the Principal Permanent Secretary.

Further details may be obtained from the website: <https://lifelonglearning.gov.mt/> or by phone: 2598 2286 or contact DRLLE by e-mail: [lifelonglearning@gov.mt](mailto:lifelonglearning@gov.mt).