Nru. 18,107
Prezz/Price
Lm0.96 (€2.24)

Gazzetta tal-Gvern ta' Malta
The Malta Government Gazette

Il-Ġimgħa, 27 ta' Lulju, 2007
Friday, 27th July, 2007

Pubblikata b'Awtorità
Published by Authority

KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Postijiet ta' Kap ta' Skola fid-Direttorat għal Servizzi Edukattivi (Malta)

Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet mingħand edukaturi eliġibbli li għandhom is-servizz u l-esperjenza meħtieġa fi skola liċenzjata għall-post ta' Kap ta' Skola fid-Direttorat għal Servizzi Edukattivi (Malta).

2. Il-post ta' Kap ta' Skola jagħmel parti mit-tim nazzjonali ta' l-edukazzjoni li jirrikjedi t-tħaddin ta' fehma u atitudni maniġerjali ta' l-ogħla livell.

3. Funzjonijiet, rwoli u responsabbiltajiet:

Għanijiet Ewlenin

li jipprovdi tmexxija professjonali u jassigura l-implimentazzjoni u l-iżvilupp tal-qafas tal-kurrikulu minimu nazzjonali;

li jassigura l-impenn ta' skola sħiħa għall-filosofija kurrikulari, valuri u oġġettivi permezz ta' tiswir effettiv ta' tim skolastiku, ta' komunikazzjoni u ta' atitudni kollaborattiva fit-teħid tad-deċiżjonijiet;

li jmexxi 'l quddiem l-edukazzjoni ħolistika ta' kull student fl-iskola;

li jorganizza, jimmaniġġa u jikkontrolla b'mod effiċjenti u effettiv ir-riżorsi umani, fiżiċi u finanzjarji ta' l-iskola;

li jieħu sehem fil-laqgħat tal-Kunsill tal-Kapijiet tal-Kulleġġ u jikkollabora ma' Kapijiet oħra b'mod li jimmassimizza n-*networking* taħt it-tmexxija tal-Prinċipal tal-Kulleġġ u skond id-direzzjoni u l-linji gwida stabbiliti mill-awtoritajiet kompetenti;

li jieħu sehem fit-tifsil, il-formulazzjoni u t-twettiq ta' proġetti li jagħmlu użu mill-fondi ta' UE u li jistabbilixxi sħubija ma' skejjel Ewropej;

Responsabbiltajiet Ewlenin

Isawwar, b'kollaborazzjoni mat-tim skolastiku l-għanijiet ta' l-iskola, l-objettivi u *policies* konformi ma' l-Att dwar l-Edukazzjoni, avviżi legali relatati, u d-direttivi u regolamenti

PUBLIC SERVICE COMMISSION

Posts of Head of School in the Directorate for Educational Services to Serve in Malta

The Public Service Commission invites applications from qualified, eligible educators with the requested experience in a licensed school for the post of Head of School in the Directorate for Educational Services to serve in Malta.

2. The post of Head of School belongs to the ranks of the national education team which implies the adoption of a top management mindset and approach.

3. Functions, roles and responsibilities

Overall Purpose

to provide professional leadership and to ensure the implementation and the development of the National Curriculum Framework;

to secure whole-school commitment to the curricular philosophy, values and objectives through the effective school team building, communication and collaborative approach to decision-making;

to promote and further the holistic education of each student in the school;

to organise, manage and control efficiently and effectively the human, physical and financial resources of the school;

to participate in the meetings of the College Council of Heads and to collaborate with other Heads of Schools in a manner that maximises networking under the leadership of the College Principal and according to the direction and guidelines established by the competent authorities;

to participate in the design, formulation and implementation of projects that tap EU funding and establish partnerships with other schools in Europe.

Main Responsibilities

Formulating, in a collaborative manner with the school team, the school aims, objectives and policies in conformity with the Education Act and related legal notices and the

ta' l-Awtoritajiet Edukattivi filwaqt li jmexxi t-tim ta' l-iskola kif xieraq;

Jiffaċilita l-bini ta' tim parteċipattiv u ta' proċess kolleġġjali li jwassal għat-tiswir u reviżjoni kontinwa tal-Pjan ta' Żvilupp ta' l-Iskola;

Jibni u jżomm mezz effettiv u miftuħ ta' komunikazzjoni fi ħdan il-komunità skolastika, ma' skejjel oħra fl-istess Kulleġġ, mal-Bord u l-amministrazzjoni tal-Kulleġġ, l-uffiċjali d-Direttorat għal Kwalità u *Standards* Edukattivi u id-Direttorat għal Servizzi Edukattivi kif ukoll il-komunità tal-lokal u aġenziji oħra esterni;

Imexxi l-ippjanar, l-organizzazzjoni u l-koordinazzjoni ta' inizjattivi u attivitajiet mal-kurrikulu u attivitajiet oħrajn matul is-sena u jassumi doveri oħra konnessi mal-Kunsill ta' l-Iskola skond il-liġijiet li jkunu fis-seħħ;

Iżomm aġġornat servizz ta' żvilupp professjonali kontinwu fil-qasam edukattiv u ta' tmexxija amministrattiva u ta' *management* u jrawwem il-rwol ta' *mentor*;

Jiżgura l-ordni u d-dixxiplina, jagħti l-għajnuna fis-soluzzjoni tal-konflitt, titmexxa 'l quddiem ir-relazzjoni sana bejn l-istudenti, l-i*staff* u l-ġenituri/tuturi;

Jiżgura l-implementazzjoni ta' proċeduri stabbiliti ta' dixxiplina;

Jiżgura li l-parteċipanti fin-*networks* jikkomunikaw bla formalità żejda iżda b'mod strutturat;

Jiżgura li l-*policies* kollha jiġu fis-seħħ b'mod effettiv;

Jiżgura sistema ta' kura pastorali għall-istudent;

Jiżgura li t-Tim Ewlieni ta' Tmexxija jkun regolarment assenjat oqsma ta' fffukar għall-aħjar implementazzjoni tal-*policies* ta' l-iskola u l-pjan ta' żvilupp;

Jagħmel superviżjoni tal-kwalità akkademika u pedagoġika tat-tagħlim;

directives and regulations of the Education Authorities and to lead the school team accordingly;

Facilitating a participatory team building and collegial process leading to the formulation and on-going review of the School Development Plan;

Building and maintaining an effective and open channel of communications within the school community, with other schools in the College, with the College Board and its administration, with officials of the Directorate Quality and Standards in Education (DQSE) and the Directorate for Educational Services (DES), the local community and other external agencies;

Directing the planning, organisation and co-ordination of curriculum related and other initiatives and activities throughout the year and performing duties connected with the School Council in accordance with current legislation;

Keeping abreast with on-going professional development in educational and administrative leadership and management and nurturing the role of mentors;

Ensuring order and discipline, helping to resolve conflicts, and promoting healthy relationships between students, staff and parents/guardians;

Ensuring the timely implementation of the established disciplinary procedures;

Ensuring that network participants can communicate in an informal but well-structured manner;

Ensuring that all policies are being carried out effectively;

Ensuring the maintenance of an effective pastoral care system for students;

Ensuring that members of the Senior Management Team are regularly assigned focus areas for the better implementation of the school policies and development plan;

Supervising the academic and pedagogical quality of teaching and learning.

Żvilupp Kurrikulari

Flimkien mat-Tim Ewlieni ta' Tmexxija u t-tim ta' l-għalliema u b'konsultazzjoni ma' l-uffiċjali konċernati tad-Direttorat għall-Kwalità u l-I*standards* Edukattivi u tad-Direttorat għal Servizzi Edukattivi skond il-każ, jiddeċiedu strateġiji għall-implimentazzjoni effettiva tal-Kurrikulu Nazzjonali li jinkludu strateġiji tat-tagħlim , l-użu ta' riżorsi u servizzi edukattivi, l-għażla ta' kotba, eċċ.;

Iġib fis-seħħ mekkaniżmi ta' assigurazzjoni ta' kwalità li żżommu *standards* għolja ta' tagħlim fl-iskejjel;

Imexxi 'l quddiem kurrikulu aktar għani permezz ta' attivitajiet organizzati sew gewwa kif ukoll barra l-iskola;

Jiżgura li l-kurrikulu jinkludi attivitajiet ħolistiċi ta' tagħlim li jħaddnu d-diversi talenti u modi ta' tagħlim, abbiltajiet u potenzjali ta' l-istudenti kollha fl-iskola, u li jagħmlu użu sew mir-riżorsi tal-komunità tal-lokal kif ukoll dawk ta' organizzazzjonijiet nazzjonali, Ewropej u internazzjonali;

Curriculum Development

Together with the Senior Management Team and the teaching team and in consultation with the relevant personnel in the DQSE and DES, as appropriate, determining strategies for the effective implementation of the National Curriculum, such as teaching and learning strategies, the use of educational resources and services, the selection of textbooks, etc;

Implementing quality assurance mechanisms that maintain high standards of teaching and learning in the school;

Promoting the enrichment of the curriculum through activities organised within and outside the school;

Ensuring that the curriculum includes holistic learning activities that take into account the diverse talents and learning modes, abilities and potential of all children in the school, and that tap into the resources of the local community as well as those of national, European and international organisations;

Jimmotiva u jissapportja kull kategorija ta' *staff* bil-għan li titmexxew 'il quddiem l-opportunitajiet ta' edukazzjoni tul il-ħajja, inkluż żvilupp u promozzjoni fil-karriera;

Faċilitajiet għall-Istudent

Jiffaċilita provvediment effettiv tas-servizzi psiko-soċjali u ta' kura pastorali għall-istudent;

Iġib fis-seħħ *referal policy* effettiv u proċeduri għall-istudenti li jeħtieġu servizzi speċjalizzati;

Jiżviluppa u jsostni proċeduri li jiffaċiltaw it-transizzjoni ta' l-istudent lejn u għal l-iskola u għal skejjel oħra;

Imexxi 'l quddiem *policy* ta' skola inklussiva;

Irawwem ambjent ta' sigurta' fl-iskola;

Imexxi 'l quddiem politika effettiva ta'parteċipazzjoni ta' l-istudent;

Personal Edukattiv

Irawwem u jsaħħaħ l-iżvilupp ta' t-tim professjonali ta' l-iskola li jwassal għall-parteċipazzjoni attiva fit-teħid ta' deċiżjonijiet, għall-azzjoni sussegwenti f'waqtha u għall-faċilitazzjoni ta' eżerċizzji ta' awto-evalwazzjoni;

Jagħti opportunità lill-assistenti kapijiet f'diversi rwoli u xogħol ta' tmexxija; imexxi l-*induction* ta' personal ġdid u jixpruna, jwieżen, jiżviluppa, jimmonitorja, jevalwa u jagħti *mentoring* lill-i*staff* sew professjonali u *staff* ieħor;

Jagħti gwida lill-proċessi ta' l-immaniġġar, li jinkludu l-*Performance Management Programme*, sabiex ikunu żgurati l-kwalità u l-i*standards* akkademiċi u pedagoġiċi tat-tagħlim;

Ikun immaniġġat u monitorat personal ieħor li jappartjeni lill-iskola sew fuq bażi permanenti kif ukoll temporanju sabiex ikun żgurat livell għoli ta' motivazzjoni u kwalità tas-servizz; tkun integrata l-perspettiva tal-ġendru fil-programmi u inizjattivi ta' l-iskola.

Rabta bejn id-Dar, l-Iskola u l-Komunità

Joħloq u jmexxi 'l quddiem kollegamenti mal-komunità tal-lokal u l-organizzazzjonijiet tagħha;

Irawwem u jmexxi 'l quddiem l-involviment bikri tal-ġenituri fl-iżvilupp edukattiv ta' wliedhom; filwaqt li tingħata direzzjoni ċara lill-i*staff* li tinkuraġġihom biex ifittxu modi effettivi sabiex ikattru l-involviment tal-ġenituri fl-iżvilupp edukattiv ta' l-istudenti u fl-attivitajiet kurrikulari;

Iħeġġeġ lil-ġenituri/tuturi sabiex jinvolvu ruħhom f'opportunitajiet ta' tagħlim tul il-ħajja li jwasslu għal żvilupp personali filwaqt li jippromwovu l-invoviment tagħhom fil-ħajja komunitarja ta' l-iskola;

Iħeġġeġ lill-ġenituri sabiex isiru aktar konxji dwar ir-responsabiltajiet tagħhom lejn il-ġid u l-benesseri ta' wliedhom u jiżgura li huma josservaw sħiħ ir-regoli u r-regolamenti ta' l-iskola, li jinkludu dawk relatati mal-puntwalità sew fil-bidu kif ukoll fit-tmien tal-ġurnata ta' l-iskola.

Motivating and supporting all categories of staff with the objective of pursuing lifelong learning opportunities, including career development and progression.

Student Matters

Facilitating the provision of effective psycho-social services and the effective delivery of pastoral care services for students;

Implementing an effective referral policy and procedures for students requiring specialised services;

Developing and sustaining procedures to facilitate the transition of students coming to and leaving school;

Promoting an inclusive school policy;

Facilitating and nurturing a safe school environment;

Promoting an effective student participation policy.

Teaching Personnel

Nurturing the development and maintenance of the professional school team leading to active participation in decision-making, and taking timely follow-up action and facilitating school self-evaluation exercises;

Exposing the Assistant Heads to the various roles and tasks of headship; directing the induction of new staff and motivating, supporting, developing, monitoring, acting as mentor, and appraising professional and non-professional staff;

Guiding management processes, including Performance Management Programmes, to ensure academic and pedagogical quality assurance and standards of teaching and learning;

Managing and mentoring other personnel attached to the school on a permanent or temporary basis in order to ensure a high level of motivation and of quality service, ensuring that the gender perspective is integrated in school programmes and initiatives.

Home-School-Community Links

Creating and promoting links with the local community and its organisations;

Encouraging and fostering early parental involvement in children's educational development; while providing staff with a clear direction, encouraging them to seek effective ways of enhancing parental involvement in students' educational development and curricular activities;

Encouraging parents/guardians to engage in lifelong learning opportunities leading to personal development and enhanced involvement in the school community life;

Encouraging parents to increasingly become aware of their responsibilities towards their children's well-being and welfare and ensure that they strictly observe the school's rules and regulations, including those related to punctuality both at the beginning and at the end of the school day.

Amministrazzjoni

B'kollaborazzjoni mat-Tim Ewlieni ta' Tmexxija, isir eżerċizzju annwali tal-klassifikazzjoni ta' l-iskola fejn ikun żgurat il-preparazzjoni tat-*timetables*, l-assenjar ta' klassijiet, ta' suġġetti u ta' responsabiltajiet lill-għalliema;

Ikun żgurat li d-doveri u x-xogħol ta' għalliema assenti jkun kopert u mqassam b'mod ekwu bejn l-għalliema kollha fl-iskola;

Ikun żgurat li l-istatistika ta' l-iskola kif ukoll ir-*records* ta' l-istudenti u l-i*staff* ikunu kompilati u jinżammu aġġornati;

Ikun żgurat il-provediment ta' żamma funzjonali tar-*records* u sistema ta' *filing* kif ukoll is-sottomissjoni f'waqtha ta' *data* u informazzjoni rikjesta minn entitajiet regolatorji, mill-Bord tal-Kulleġġ u entitajiet oħra awtoriżżati;

B'kollaborazzjoni ma' l-aġenziji u uffiċjali konċernati, il-bini, il-faċilitajiet u tagħmir ta' l-iskola, kif ukoll l-indafa u t-tisbiħ ta' l-ambjent ta' l-iskola, ikunu miżmuma kif xieraq;

Bil-għajnuna tar-riżorsi umani disponibbli, l-inventarji jkunu kkumpilati u miżmuma skond regolamenti preskritti u li jkun hemm maniġġjar effiċjenti ta' *stores*/apparat, għamara u riżorsi/materjali oħra;

Kotba, servizzi u ħtiġiet ta' l-iskola jkun ordnati fil-waqt;

Ikun żgurat trasport ta' l-iskola adekwat billi tingħata l-informazzjoni meħtieġa;

Parteċipazzjoni fi proġetti ta' l-UE u proġetti oħra skond il-miri ta' Pjan ta' Żvilupp ta' l-Iskola.

Finanzi

Bl-għajnuna ta' uffiċjali kompetenti tad-Direttorati u l-personal tal-Kulleġġ jitħejjew l-estimi kapitali u rikorrenti ta' l-iskola fil-parametri u l-prioritajiet stabbiliti mill-awtorita' kompetenti, il-Bord tal-Kulleġġ waqt li jingħata s-sehem fit-tħejjija tal- pjan ta' ħidma ta' tliet snin tal-Kulleġġ;

Taħt id-direzzjoni u l-gwida tad-Direttorat għal Servizzi Edukattivi jkun żgurat l-immaniġġar effettiv u kontroll tal-fondi skond regolamenti finanzjari Governattivi stabbiliti u jkun żgurat jinżamm rekord tal-tranzazzjonijiet kollha skond il-prattika stabbilita;

4. Eliġibbiltà

Il-postijiet vakanti fil-grad ta' Kap ta' Skola jimtlew permezz ta' għażla wara sejħa għall-applikazzjonijiet miftuħa għall-Assistenti Kapijiet ta' Skola, Kapijiet tad-Dipartiment ta' Kulleġġ, u *School Counsellors* li:

5. Sal-ħin u d-data ta' l-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom:

a) (i) ikunu ċittadini ta' Malta;

JEW

Administration

In collaboration with the Senior Management Team, carrying out the annual school classification exercise and ensuring the preparation of timetables, and assigning classes, subjects and responsibilities to teachers;

Ensuring that the duty of providing cover for absent teachers is shared equitably among all teachers in the school;

Ensuring the compilation and upkeep of school statistics, as well as student and staff records;

Ensuring the provision of a functional record keeping and filing system and the timely and correct submission of data and information requested by the regulatory bodies, the College Board and other authorised entities;

In collaboration with the relevant agencies and officials, ensuring the proper maintenance and servicing of the school building, facilities and equipment, as well as the cleanliness and the embellishment of the school environment;

With the assistance of available human resources, ensuring the compilation of an inventory according to prescribed regulations, as well as the efficient management of stores, apparatus, furniture and other material resources;

Ensuring the timely requisition of utilities and textbooks;

Providing necessary information to ensure adequate school transport;

Taking part in EU projects and other projects in accordance with SDP targets.

Finance

With the assistance of appropriate office staff from the Directorates and College personnel preparing the capital and recurrent school budget estimates within the parameters and priorities set by the competent authority and the College Board, whilst contributing to the preparation of the three-year business plans of the College;

Under the direction and guidance of the DES, ensuring the effective management and control of funds according to established Government financial regulations and ensuring the recording of all transactions according to established practice.

4. Eligibility

The filling of vacancies in the grade of Head of School shall be by selection following a call for applications open to Assistant Heads of School, Heads of Department and School Counsellors:

5. By the closing time and date of the call of applications, applicants must:

a) (i) be citizens of Malta;

OR

(ii) ikunu ċittadini ta' xi Stat Membru ieħor ta' l-Unjoni Ewropea;

JEW

(iii) ikunu ċittadin ta' pajjiżi oħra li dwarhom ikunu japplikaw id-dispożizzjonijiet ta' UE fuq il-moviment liberu ta' persuni (f'każ ta' diffikultà dwar il-pajjiżi li għalihom japplikaw id-dispożizzjonijiet ta' l-UE għandu jiġi kkonsultat il-Ministru ta' l-Affarijiet Barranin);

JEW

(iv) ikun il-konjuġi u t-tfal, ukoll jekk dawn ikunu ċittadini ta' pajjiżi terzi, ta' xi persuna minn dawk imsemmija fil-paragrafi (i), (ii) u (iii) hawn qabel, sakemm dawn ikunu jistgħu jaħdmu f'Malta taħt leġislazzjoni korrenti. Dan għandu jiġi deċiż bil-parir tad-Direttur taċ-Ċittadinanza u Affarijiet dwar *Expatriates*, fil-Ministeru tal-Ġustizzja u l-Intern.

Il-ħatra ta' kandidati msemmija fil-paragrafi (ii), (iii) u (iv) hawn qabel tkun teħtieġ il-ħruġ ta' liċenza ta' l-impiegi sakemm dan ikun meħtieġ taħt l-Att dwar l-Immigrazzjoni u liġijiet sussidjarji.

b) ikunu kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża; u

ċ) *warrant* ta' għalliem u mhux inqas minn erba' (4) snin skolastiċi servizz fil-grad ta'assistent kap ta' skola, kapijiet tad-dipartiment (li qabel kien magħruf bhala koordinatur tas-suġġett/settur), u *School Counsellor* fi skola liċenzjata; u

d) *diploma post-graduate* fit-tmexxija edukattiva, amministrazzjoni u mmaniġġjar jew kwalifika komparabbli f'dawn l-oqsma maħruġa minn istituzzjoni ta' edukazzjoni għolja rikonoxxuta mill-awtoritajiet edukattivi;

Ħlief li applikanti li għandhom id-*Diploma in Educational Administration and Management* maħruġa mill-Università ta' Malta huma kkunsidrati eliġibbli għal dan il-post.

e) ikollu karattru morali tajjeb (l-applikanti li jkunu diġà jinsabu fis-Servizz Pubbliku ta' Malta għandhom jippreżentaw is-*Service and Leave Record Form* (GP47); dawk li jkunu qegħdin japplikaw minn barra s-Servizz Pubbliku ta' Malta għandhom jippreżentaw ċertifikat riċenti tal-kondotta maħruġ mill-Pulizija jew minn xi Awtorità kompetenti oħra mhux aktar minn sitt (6) xhur mid-data ta' din is-sejħa għal applikazzjonijiet u jiddikjaraw jekk qatt kienx jaħdmu mal-Gvern ta' Malta u jagħtu dettalji).

6. Jekk fil-jum meta jagħlqu l-applikazzjonijiet, il-kandidati magħżula ma jkunux uffiċjali pubbliċi fil-kariga, huma jiġu sostantivament maħtura 'Uffiċjali fi Grad 6' u jiġu inkarigati mill-Prim Ministru biex jaqdu d-dmirijiet ta' Kap

(ii) be citizens of another European Union Member State;

OR

(iii) be citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate in the Maltese and English Languages;

c) be in possession of a teacher's warrant and who have not less than four (4) scholastic years service in the grade of Assistant Head of School, Head of Department, or School Counsellor in a licensed school; and

d) Who are in possession of a Post-Graduate Diploma in educational leadership, administration and management, or comparable qualification in these areas, issued by an institution of higher education recognised by the Education Authorities.

Provided that, applicants in possession of the Diploma in Educational Administration and Management of the University of Malta shall be considered eligible to apply for this post.

e) be of good moral character (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form - GP47); those applying from outside the Malta Public Service must produce a recent certificate of conduct issued by the Police or other competent Authority not earlier than six (6) months from the date of this call for applications and state whether they have ever been in Maltese Government service giving details).

6. If on the closing date of the call for applications, the selected candidates are not serving public officers, they will be substantively appointed 'Officers in Grade 6' in the Malta Public Service and details by the Prime Minister for duty as Head of

ta' Skola abbażi ta' *Performance Agreement* ta' tliet snin, li jista' jiġġedded għal perjodi ulterjuri ta' tliet snin.

7. L-uffiċjal pubbliku magħżul ikun marbut, sakemm jibqa' fil-kariga ta' Kap ta' Skola, bil-pattijiet u l-kundizzjonijiet tas-servizz li japplikaw għal uffiċjali pubbliċi li jkollhom ħatra sostantiva fis-Servizz Pubbliku ta' Malta.

8. Meta jintemmu żewġ perjodi ta' kariga ta' tliet snin il-wieħed ta' Kap ta' Skola, l-uffiċjal magħżul jinħatar sostantivament bħala 'Uffiċjal fi Grad 6' fis-Servizz Pubbliku ta' Malta.

9. Meta jintemm il-*Performance Agreement* li jkollu/ha bħala Kap ta' Skola, l-uffiċjal magħżul/ha iżomm/iżżomm il-grad sostantiv tiegħu/tagħha u jingħata jaqdi dmirijiet li kemm jista' jkun, ikunu japplikaw skond il-grad sustantiv tiegħu/tagħha.

10. Ħidma mhux sodisfaċenti matul iż-żmien tal-*Performance Agreement* twassal għat-terminazzjoni tal-*Performance Agreement* u, jekk l-uffiċjal ikun/tkun għadu/għada fiż-żmien ta' prova tal-ħatra sustantiva tiegħu/tagħha, għat-terminazzjoni tal-ħatra sustantiva li tirriżulta minn din is-sejħa għall-applikazzjonijiet.

Kundizzjonijiet

11. Il-post ta' Kap ta' Skola fl-2007 għandu is-salarju ta' Lm 7,402 (€ 17,242.02) per annum li jitla' b'żidiet ta' Lm256(€596.32) kull sena għal massimu ta' Lm8,938 (€20,819.94) (Skala 6) flimkien ma' l-allowances u bonus applikabbli.

12. Sakemm mhux ordnat xort'oħra mill-Awtoritijiet ta' l-Edukazzjoni, Kap ta' Skola għandu jservi fl-iskola assenjata lilu/lilha għal ta' lanqas tliet snin skolastiċi. Fi tmien dan il-perjodu tista'ssir applikazzjoni għal Kap fi skola b'popolazzjoni akbar li tikwalifika għall-*allowance* ogħla.

13. Il-ħatra li hija soġġetta għal perijodu ta' prova ta' sena, hija fuq bażi *full-time* u soġġetta għar-regolamenti li jirregolaw minn żmien għal żmien is-servizz pubbliku in ġenerali u d-Direttorat ghal Kwalità u *Standards* fl-Edukazzjoni u d-Direttorat għal Servizzi Edukattivi u li tinvolvi l-possibbiltà ta' trasferiment skond l-esiġenzi tas-Servizz Pubbliku ta' Malta.

14. Fil-qadi tad-dmirijiet u l-funzjonijiet huwa mistenni li kap ta' skola jiżviluppa l-għerf, il-kompetenza u l-ħiliet neċessarji sabiex ikun letterat u juża b'mod effettiv it-teknoloġija ta' l-informazzjoni u komunikazzjoni fix-xogħol tiegħu.

School on the basis of a three-year performance agreement, which may be renewed for further periods of 3 years.

7. The selected public officers will, during the period of their detailing as Heads of School, be bound by the terms and conditions of service applicable to public officers holding a substantive appointment in the Malta Public Service.

8. On successful completion of two terms of three years each as Heads of School, the selected officers will be appointed substantively 'Officer in Grade 6' in the Malta Public Service.

9. On termination of their performance agreement as Head of School, the selected officers will retain their applicable substantive grade and will be assigned duties which will be, as far as possible, commensurate with their substantive grade.

10. Unsatisfactory performance during the period of the performance agreement will lead to the termination of the performance agreement and, if the officers are still in the probationary period of their substantive appointment, to the termination of the substantive appointment resulting from this call for applications.

Conditions

11. The salary for the posts of Head of School in 2007 will be Lm7,402 (€17,242.02) per annum rising by annual increments of Lm256 (€596.32) per annum to a maximum of Lm8,938 (€20,819.94) (Salary Scale 6) and the applicable allowances and bonuses.

12. Unless otherwise directed by the Education Authorities, Heads of School shall be required to serve in the assigned School for at least three complete scholastic years. Only at the end of this period s/he may apply for a posting of Head of School in a school with a population which qualifies for a higher allowance.

13. The appointment which is subject to a probationary period of one year is on a fulltime basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Directorate for Quality and Standards in Education and the Directorate for Educational Services, and involves liability to transfer according to the exigencies of the Malta Public Service.

14. In the carrying out of their duties and functions, all Heads of School shall be expected to have or to develop the necessary knowledge, competences and skills to be literate in and to be able to make effective use of Information and Communication Technology, according to their post.

Induction u Mentoring

15. Il-Kap ta' l-Iskola ikun mgħejjun, imħeġġeġ u ggwidat permezz ta' proċess ta' *induction* u *mentoring* tul is-sena ta' prova u fi kwalunkwe żmien ieħor li l-awtorità konċernata jidhrilha xieraq. Il-parteċipazzjoni fil-proċess ta' *induction* li jagħmel parti integrali mill-kundizzjonijiet ta' l-impieg ta' Kap ta' Skola jista' jikludi. Il-proċess ta' *induction* jista' jsir barra l-ħin tax-xogħol.

Impieg ta' Persuni b'Diżabilità

16. Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skond Artikolu 7 ta' l-Att dwar Opportunitajiet Indaqs (Persuni b'Diżabilità), (Kap. 413), anke jekk ma jkunux jissodisfaw għal kollox il-parametri ta' l-eġibbilità għall-post. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-post fl-essenza tagħhom, u sakemm ikun hemm qbil min naħa tal-*Management and Personnel Office* u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

17. Is-sottomissjonijiet skond din il-klawsola għandhom jintbagħtu mal-formola ta' l-applikazzjoni u għandhom ikunu msaħħa b'dokumenti relevanti li jinkludu evidenza dokumentata tar-reġistrazzjoni ta' l-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-parametri kollha ta' l-eliġibbiltà u għaliex huma mistħoqqa kunsiderazzjonijiet speċjali. Il-korrispondenza kollha għandha tigi indirizzata lid-Diviżjoni ta' l-Edukazzjoni u tkun ikkupjata lill-KNPD.

Proċedura ta' Applikazzjoni

18. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, illi kopja tagħhom għandha tkun jew mehmuża ma' l-applikazzjoni jew jintbagħtu separatament lid-Dipartiment konċernat mhux aktar tard minn għaxart ijiem ta' xogħol mid-data ta' l-għeluq. Kopji mgħoddija bl-i*scanner* huma aċċettabbli.

19. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

20. Hija r-responsabbiltà ta' applikanti li jkollhom kwalifiki maħruġa minn Universitajiet barranin/istituzzjonijiet terzjarji, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' kwalifiki maħruġa mill-*Malta Qualifications Recognition Information Centre (MQRIC)* fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża ma' l-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni jkunu jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni,

Induction and Mentoring

15. Heads of School shall be supported, encouraged and guided by a process of induction and mentoring during the period of probation and at any other time when superiors may deem necessary. Participation in an induction process shall be an integral condition of employment for all Heads of School and such induction programme may be held outside school hours.. The induction process generally spans the probation year.

Employment of Persons with Disability

16. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for the post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

17. Representations in terms of the previous clause should be attached to the application forms and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the Education Divsion and copied to the NCPD.

Application procedure

18. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

20. It is the responsibility of the applicants, in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Youth and Employment or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement,

maħruġa mill-awtorità pertinenti, lid-dipartiment riċeventi kif tkun għad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data ta' l-għeluq tas-sejħa għall-applikazzjonijiet.

21. Bord ta' l-Għażla jintervista l-applikanti li jkunu eliġibbli biex jitqies min ikun adatt għall-post.

22. Oġġezzjonijiet għar-riżultat skond Sezzjoni 1.1.10 tal-*Public Service Management Code* għandhom jiġu sottomessi fi żmien għaxart ijiem (10) ta' xogħol mid-data tal-pubblikazzjoni tal-avviż fil-Gazzetta tal-Gvern.

23. Il-formoli ta' l-applikazzjoni jistgħu jitniżżlu minn dawn il-*websites*:

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf
http://www.mpo.gov.mt/resourcing/downloads/recruitenglish.pdf
http://www.education.gov.mt

jew jinkisbu mis-Sezzjoni tal-*Customer Care*, fid-Diviżjoni ta' l-Edukazzjoni, il-Furjana jew mill-Uffiċċju ta' l-Edukazzjoni, ir-Rabat, Għawdex.

24. L-applikazzjonijiet flimkien ma' sommarju tal-kwalifiki, esperjenza u informazzjoni oħra miġbura fuq formola apposta li tinkiseb mis-Sezzjoni tal-*Customer Care*, Divizjoni ta' l-Edukazzjoni, il-Furjana jew mill-Uffiċċju ta' l-Edukazzjoni, ir-Rabat, Għawdex, iridu jintbagħtu lid-Direttur Ġenerali (Edukazzjoni) f'wieħed minn dawn l-indirizzi sa mhux aktar tard minn nofsinhar (*Ħin Ewropa Ċentrali*) tat-Tnejn, 27 ta' Awissu, 2007.

25. Applikazzjonijiet li jaslu minn barra minn Malta permezz tal-*fax*, jew xi messaġġ ieħor simili, sa nofsinhar (Ħin Ewropa Ċentrali) ta' nhar it-Tnejn, 27 ta' Awissu, 2007 jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata mill-applikant trid tasal għand id-Divizjoni ta' l-Edukazzjoni mhux aktar tard minn ġimgħa wara d-data ta' l-għeluq ta' l-applikazzjonijiet u għandha tingħata spjegazzjoni għad-dewmien. (In-numru tal-*fax* tad-Diviżjoni ta' l-Edukazzjoni huwa +356-21 225630).

26. Tingħata rċevuta minnufih għal kull applikazzjoni li titwassal sad-Divizjoni ta' l-Edukazzjoni.

27. Applikazzjonijiet li jaslu bil-posta għandhom ikunu rreġistrati u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data ta' l-għeluq. Id-Direttur Ġenerali (Edukazzjoni) jibgħat irċevuta bil-posta fi-żmien sebat ijiem għal dawn l-applikazzjonijiet.

Is-27 ta' Lulju, 2007

issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications.

21. Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

22. Petitions objecting to the result in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of the result.

23. Application forms may be downloaded from the following websites:-

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf
http://www.mpo.gov.mt/downloads/recruitenglish.pdf
http://www.education.gov.mt

or obtained from the Customer Care Section, Education Division, Floriana of from the Education Office, Victoria, Gozo.

24. Applications on the prescribed form, together with a Service and Leave Record Form (GP 47) and a summary of qualifications and experience as per attached European Curriculum Vitae Format will be received in the first instance by the Customer Care Section, Education Division, Floriana or the Education Office, Victoria, Gozo by not later than noon (Central European Time) of Monday, 27th August, 2007.

25. Applications received from abroad through a fax or other similar message by noon (Central European Time) of Monday, 27th August, 2007 may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the Director General (Education) by not later than one week after the closing date together with an explanation for the delay. (The fax number of the Education Division is +356 21 225630).

26. Applications delivered by hand will be acknowledged in writing by the Director General (Education) and a receipt will be given by hand at the time of delivery.

27. Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by the Director General (Education) within seven (7) days.

27th July, 2007

KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Reklutaġġ ta' Prinċipali ta' Kulleġġ fid-Direttorat għal Servizzi Edukattivi (DSE)

Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet għall-ħatra ta' edukaturi professjonali kompetenti u kwalifikati li jkollhom l-abbiltà li jaqdu d-dmirijiet ta' Prinċipal ta' Kulleġġ fid-Direttorat għal Servizzi Edukattivi (DSE).

Il-funzjonijiet ta' Prinċipal ta' Kulleġġ jinsabu stabbiliti bl-Att dwar l-Edukazzjoni (kif emendat bl-Att XIII ta' l-2006) li jidher fis-sit elettroniku www.education.gov.mt.

2. Il-kandidati li jiġu magħżula jinħatru fil-grad sostantiv ta' 'Uffiċjal fi Grad 5' fis-Servizz Pubbliku ta' Malta u, bħala tali, ikunu uffiċjali pubbliċi anzjani. Il-ħatra tkun soġġetta għal żmien ta' prova ta' sentejn.

3. Jekk fil-jum meta jagħlqu l-applikazzjonijiet, il-kandidati magħżula:

a) ikunu uffiċjali pubbliċi fil-kariga li sostantivament diġà jkunu jinsabu fi grad ekwivalenti għal jew ogħla minn Grad 5, huma jibqgħu jżommu l-grad sostantiv tagħhom;

b) ikunu uffiċjali pubbliċi fil-kariga li jkollhom ħatra sostantiva fi grad taħt Grad 5, huma jiġu sostantivament maħtura Uffiċjali fi Grad 5;

ċ) ikunu uffiċjali pubbliċi fil-kariga li jkunu jokkupaw pożizzjoni kuntrattwali fis-Servizz Pubbliku ta' Malta u ma jkollhomx kariga sostantiva fis-Servizz Pubbliku ta' Malta huma jiġu maħtura sostantivament 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta.

d) ma jkunux uffiċjali pubbliċi fil-kariga, huma jiġu sostantivament maħtura 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta.

4. Meta jinħatru bħala 'Ufficjali fi Grad 5', l-uffiċjali pubbliċi magħżula jiġu inkarigati mill-Prim Ministru biex jaqdu d-dmirijiet ta' Prinċipali ta' Kulleġġ abbażi ta' *Performance Agreement* ta' tliet snin, li jista' jiġġedded għal perjodi ulterjuri ta' tliet snin.

5. Il-Prinċipal ta' Kulleġġ jirċievi salarju bażiku li jkun ekwivalenti għal dak li japplika fl-Iskala tas-Salarju 4 fis-Servizz Pubbliku ta' Malta, bħalissa Lm 10,811 (€25,182.86) fis-sena.

6. Il-persuni magħżula jkunu intitolati għal *performance bonus* sa massimu ta' 10% tas-salarju tagħhom.

7. L-uffiċjal pubbliċi magħżula jkunu marbuta, sakemm jibqgħu fil-kariga ta' Prinċipal ta' Kulleġġ, bil-pattijiet u l-kundizzjonijiet tas-servizz li japplikaw għal uffiċjali pubbliċi li jkollhom ħatra sostantiva fis-Servizz Pubbliku ta' Malta.

8. Meta jintemmu żewġ perjodi ta' kariga ta' tliet snin il-

PUBLIC SERVICE COMMISSION

Engagement of College Principals in the Directorate for Educational Services (DES)

The Public Service Commission invites applications for the appointment of suitably qualified and competent professional educators capable of performing duties as College Principals in the Directorate for Educational Services (DES).

The full functions of a College and a College Principal are established by the Education Act (as amended by Act XIII of 2006) which may be consulted on www.education.gov.mt.

2. The selected candidates will be appointed substantively 'Officers in Grade 5' in the Malta Public Service and, as such, will be a senior public officers. The appointment will be subject to a two-year probationary period.

3. If on the closing date of the call for applications, the selected candidates are:

a) serving public officers who are already substantively in a grade equivalent to or above Grade 5, they will retain their higher substantive grade;

b) serving public officers who hold a substantive appointment in a Grade below Grade 5, they will be substantively appointed Officers in Grade 5;

c) serving public officers who occupy a contractual position in the Malta Public Service and do not hold a substantive post in the Malta Public Service, they will be substantively appointed 'Officers in Grade 5' in the Malta Public Service.

d) not serving public officers, they will be substantively appointed 'Officers in Grade 5' in the Malta Public Service.

4. On appointment as 'Officers in Grade 5', the selected public officers shall be detailed by the Prime Minister for duty as College Principals on the basis of a three-year performance agreement, which may be renewed for further periods of 3 years.

5. The College Principal will receive a basic salary equivalent to that attached to Salary Scale 4 in the Malta Public Service, currently Lm10,811 (€25,182.86).

6. The college Principal will be entitled to a performance bonus of up to 10% of his/her salary.

7. The selected public officers will, during the period of their detailing as College Principals, be bound by the terms and conditions of service applicable to public officers holding a substantive appointment in the Malta Public Service.

8. On successful completion of two terms of three years

wieħed ta' Prinċipali ta' Kulleġġ fid-DSE, l-uffiċjali magħżula jinħatru sostantivament bħala 'Uffiċjal fi Grad 4' fis-Servizz Pubbliku ta' Malta.

9. Meta jintemm il-*Performance Agreement* li jkollu/ha bħala Prinċipal ta' Kulleġġ, l-uffiċjal magħżul iżomm il-grad sostantiv tiegħu/tagħha u jingħata jaqdi dmirijiet li kemm jista' jkun, ikunu skond il-grad sostantiv tiegħu/tagħha.

10. Ħidma mhux sodisfaċenti matul iż-żmien tal-*Performance Agreement* twassal għat-terminazzjoni tal-*Performance Agreement* u, jekk l-uffiċjali jkunu għadhom fiż-żmien ta' prova tal-ħatra sostantiva tagħhom, twassal għat-terminazzjoni tal-ħatra sostantiva li tirriżulta minn din is-sejħa għal applikazzjonijiet.

11. Il-kwalitajiet mixtieqa f'dawn il-pożizzjonijiet huma dawk ta' mexxejja abbli u edukaturi b'esperjenza, b'viżjoni u għarfien tas-sistema edukattiva Maltija u ta' l-iżviluppi kurrenti fil-kuntest tal-Qafas tal-Kurrikulum Nazzjonali. Prinċipali ta' Kulleġġ huma mistennija li jkollhom l-abbiltà li jmexxu tim ta' edukaturi u jaħdmu mill-viċin mal-Kunsill tal-Kapijiet kif stipulat biex joħolqu *network* bejn l-iskejjel skond il-funzjonijiet ta' Kulleġġ kif stipulat fl-Att dwar l-Edukazzjoni. Il-Principali tal-Kulleġġ għandhom ikunu persuni b'esperjenza f'*management*/amministrazzjoni fil-qasam edukattiv u kapaċi li jassiguraw appoġġ adekwat u fil-ħin għall-komunità tal-Kulleġġ. Dawn l-edukaturi għandhom ikunu nies li huma kapaċi jikkomunikaw b'mod effettiv ma' l-iskejjel fil-Kulleġġi jassiguraw li tkun provduta edukazzjoni ta' kwalità lill-istudenti kollha, waqt li jkunu kapaċi wkoll li jiżviluppaw programmi u proġetti għall-komunità kollha tal-Kulleġġ. Il-Prinċipali tal-Kulleġġ għandhom ikunu persuni li jsaħħu l-iskejjel waqt li fl-istess ħin jagħtuhom l-ispazju biex jiżviluppaw il-karattru partikolari tagħhom u jimmiraw għal żvilupp edukattiv ta' kwalita` għall-istudenti kollha. Il-Prinċipali tal-Kulleġġ huma mistennija li jkollhom il-ħila li janalizzaw sitwazzjonijiet amministrattivi u maniġerjali u jippromwovu l-bidla għall-aħjar. Il-Prinċipal tal-Kulleġġ għandu jkun dinamiku biex joffri opportunitajiet għal Kapijiet ta' l-iskejjel, għall-amministraturi u għall-għalliema fl-iskejjel tal-Kulleġġ biex jaqsmu l-ideat, l-esperjenzi u l-prattika tajba ħalli jaħdmu flimkien fi programmi, proġetti u attivitajiet edukattivi u inizjattivi oħra. Il-Prinċipal tal-Kulleġġ għandu jaħdem b'mod kolleġġjali biex isawwar viżjoni għall-komunità tal-Kulleġġ u jkun kapaċi jiffaċilita l-organizzazjoni ta' attivitajiet flimkien fl-oqsma ta' l-edukazzjoni fiżika u sport, kultura (drama, mużika, arti u artiġjanat), l-ambjent, il-kreattività u l-imprenditorjalità.

12. Sal-ħin u d-data ta' l-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom:

a) (i) ikunu ċittadini ta' Malta;

JEW

each as College Principal in the DES, the selected officers will be appointed substantively 'Officers in Grade 4' in the Malta Public Service.

9. On termination of their performance agreement as College Principals, the selected officers will retain their applicable substantive grade and will be assigned duties which will be, as far as possible, commensurate with their substantive grade.

10. Unsatisfactory performance during the period of the performance agreement will lead to the termination of the performance agreement and, if the officers are still in the probationary period of their substantive appointment, to the termination of the substantive appointment resulting from this call for applications.

11. The qualities being sought for in these positions are those of capable, experienced educational leaders with a strong vision and sound knowledge of the Maltese educational system and current developments within the context of the National Curriculum Framework. The College Principal shall have the ability to lead a team of educators and work closely with the Council of Heads to create a network of schools in accordance with the functions of a College as stipulated by the Education Act. The College Principal shall be a person with experience in management/administrative roles, with a proven track record and capable of ensuring appropriate and timely support for all stakeholders in the College. These experienced educators shall be person who can engage in effective communication with the schools in the College and ensure the provision of quality education for all students, while being capable of developing programmes and projects with the College community. The College Principal shall be a person who empowers schools, while giving them the freedom to develop their particular ethos, and works towards educational excellence, effectiveness and growth. The College Principal shall have experience in facilitating discussion and analysis of common school administration and management issues and problems in order to manage change effectively. The College Principal shall have the drive to offer opportunities to Heads of school, administrators and teachers in the various schools to pool and share ideas, experiences and good practice and to work together on common educational programmes, projects, activities and other initiatives. The College Principal shall develop collegially, a holistic community vision for the College and able to facilitate the organisation of common activities in such fields as physical education and sports, culture (drama, music, art and craft), environment, creativity and entrepreneurship.

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

a) (i) be citizens of Malta;

OR

(ii) ikunu ċittadini ta' xi Stat Membru ieħor ta' l-Unjoni Ewropea;

JEW

(iii) ikunu ċittadin ta' pajjiżi oħra li dwarhom ikunu japplikaw id-dispożizzjonijiet ta' UE fuq il-moviment liberu ta' persuni (f'każ ta' diffikultà dwar il-pajjiżi li għalihom japplikaw id-dispożizzjonijiet ta' l-UE għandu jiġi kkonsultat il-Ministru ta' l-Affarijiet Barranin);

JEW

(iv) ikunu l-konjuġi u t-tfal, ukoll jekk dawn ikunu ċittadini ta' pajjiżi terzi, ta' xi persuna minn dawk imsemmija fil-paragrafi (i), (ii) u (iii) hawn qabel, sakemm dawn ikunu jistgħu jaħdmu f'Malta taħt leġislazzjoni korrenti. Dan għandu jiġi deċiż bil-parir tad-Direttur taċ-Ċittadinanza u Affarijiet dwar *Expatriates*, fil-Ministeru tal-Ġustizzja u l-Intern.

Il-ħatra ta' kandidati msemmija fil-paragrafi (ii), (iii) u (iv) hawn qabel tkun teħtieġ il-ħruġ ta' liċenza ta' l-impiegi sakemm dan ikun meħtieġ taħt l-Att dwar l-Immigrazzjoni u liġijiet sussidjarji.

b) ikunu jaf jitkellmu bil-Malti u bl-Ingliż;

ċ) ikollhom:

(i) *Warrant* Permanenti ta' Għalliem;

(ii) mill-inqas kwalifika fit-tagħlim rikonoxxuta jew Grad bl-Unuri fl-Edukazzjoni. Jingħata rikonoxximent kif imiss waqt il-proċeduri ta' l-għażla lill-persuni li jkollhom grad ta' *Masters* jew Dottorat fil-qasam ta' l-edukazzjoni;

d) ikollhom:

(i) il-kwalifiki, ħiliet, attitudni u esperjenza meħtieġa biex ikun jista' effettivament imexxi u jamministra Kulleġġ. Huwa obbligatorju li l-persuna tkun tifhem sew kif il-kurrikulu, il-programmi edukattivi u s-servizzi jkunu jikkontribwixxu għal eżitu mtejjeb għall-istudenti kollha;

(ii) esperjenza f'*management*/amministrazzjoni f'oqsma edukattivi, inkluż esperjenza fit-tagħlim;

(iii) jidentifikaw u jifhmu sew l-isfidi li s-soċjetà u l-ekonomija ta' l-għerf qegħdin jippreżentaw lis-sistemi edukattivi;

(iv) kapaċi ħafna biex jikkomunikaw, inkluż b'mod interpersonali, ikunu tajbin partikularment fl-oratorija pubblika, il-kitba ta' rapporti u ICT;

(ii) be citizens of another European Union Member State;

OR

(iii) be citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate in the Maltese and English languages;

c) be in possession of:

(i) a Permanent Teacher's Warrant;

(ii) at least a recognized teaching qualification or an Honours Degree of Bachelor in Education. Due recognition will be given during the selection process to persons in possession of a Masters or a Doctorate degree in the field of education;

d) have:

(i) the necessary qualifications, skills, attitude and experience to effectively lead and manage a College. A complete understanding of how the curriculum, educational programmes and services contribute to better outcomes for all students is a must;

(ii) Management/administrative experience in the field of education including teaching experience;

(iii) sound knowledge and understanding of the challenges that the knowledge society and economy are presenting to educational systems;

(iv) strong communication and interpersonal skills, particularly in public speaking, report-writing and ICT.

e) ikollhom karattru morali tajjeb (l-applikanti li jkunu diġà jinsabu fis-Servizz Pubbliku ta' Malta għandhom jippreżentaw is-*Service and Leave Record Form* (GP47); dawk li jkunu qegħdin japplikaw minn barra s-Servizz Pubbliku ta' Malta għandhom jippreżentaw ċertifikat riċenti tal-kondotta maħruġ mill-Pulizija jew minn xi Awtorità kompetenti oħra mhux aktar minn sitt (6) xhur ta' din is-sejħa għal applikazzjonijiet u jiddikjaraw jekk qatt kienx jaħdmu mal-Gvern ta' Malta, u jagħtu dettalji).

15. Il-proċedura ta' l-għażla, li tkun tikkonsisti f'intervista intensiva, issir minn bord ta' l-għażla li jiġi approvat mill-Kummissjoni dwar is-Servizz Pubbliku.

16. Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skond l-Artikolu 7 ta' l-Att dwar Opportunitajiet Indaqs (Persuni b'Diżabilità), (Kap. 413), anke jekk ma jkunux jissodisfaw għal kollox il-parametri ta' l-eliġibbiltà għall-pożizzjoni. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-pożizzjoni fl-essenza tagħhom, u sakemm ikun hemm qbil min-naħa tal-*Management and Personnel Office* u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

17. Is-sottomissjonijiet skond klawsola 16 għandhom jintbagħtu mal-formola ta' l-applikazzjoni u għandhom ikunu msaħħa b'dokumenti relevanti li jinkludu evidenza dokumentata tar-reġistrazzjoni ta' l-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-parametri kollha ta' l-eliġibbiltà u għaliex huma mistħoqqa kunsiderazzjonijiet speċjali. Il-korrispondenza kollha għandha tiġi indirizzata lis-Segretarju Permanenti, Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol, u tkun ikkupjata lill-KNPD.

18. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, illi kopja tagħhom għandha tkun jew mehmuża ma' l-applikazzjoni jew jintbagħtu separatament lid-Dipartiment konċernat mhux aktar tard minn għaxart ijiem ta' xogħol mid-data ta' l-għeluq. Kopji mgħoddija bl-i*scanner* huma aċċettabbli.

19. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

20. Hija r-responsabbiltà ta' applikanti li jkollhom kwalifiki maħruġa minn Universitajiet barranin/istituzzjonijiet terzjarji, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' kwalifiki maħruġa mill-Malta Qualifications Recognition Information Centre (MQRIC) fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża ma' l-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni jkunu

e) be of good moral character (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form - GP47); those applying from outside the Malta Public Service must produce a recent certificate of conduct issued by the Police or other competent Authority not earlier than six (6) months from the date of this call for applications and state whether they have ever been in Maltese Government service giving details).

15. The selection process, in the form of a rigorous interview, will be conducted by a selection board to be approved by the Public Service Commission.

16. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for this position provided they can carry out, in essence, the duties related to the position and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

17. Representations in terms of clause 16 should be attached to the application forms and supported with relevant documents, which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given by the applicant to substantiate the lack of full eligibility requirements and to state why reasoned considerations are merited. All correspondence is to be addressed to the Permanent Secretary, Ministry of Education, Youth and Employment, Floriana, CMR 02 and to the NCPD.

18. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

20. It is the responsibility of applicants in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Youth and Employment or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may

jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni, maħruġa mill-awtorità pertinenti, lid-dipartiment riċeventi kif tkun għad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data ta' l-għeluq tas-sejħa għall-applikazzjonijiet.

21. L-applikanti jiġu mgħarrfa bil-posta u b'mezzi elettroniċi dwar jekk ikunux intgħażlu jew le.

22. Petizzjonijiet skond m'hemm fl-Artikolu 1.1.10 tal-Public Service Management Code jistgħu jiġu ppreżentati fi żmien għaxart (10) ijiem tax-xogħol mid-data meta persuna tiġi notifikata li ma tkunx ġiet magħżula.

23. Kull min għandu interess għandu jippreżenta l-applikazzjoni tiegħu bil-miktub lis-Segretarju Permanenti, Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju l-Kbir, il-Furjana, VLT2000 fuq il-formola apposta ta' applikazzjoni. Flimkien ma' l-applikazzjonijiet għandu jkun hemm *curriculum vitae* (li għandu jinkludi lista ta' kwalifiki li l-applikant ikollu) u Skeda tas-Servizz fil-każ ta' Uffiċjali Pubbliċi. Id-data ta' l-għeluq sa meta jistgħu jaslu l-applikazzjonijiet hi nofsinhar (Ħin Ċentrali Ewropew) tat-Tnejn, 27 ta' Awissu, 2007.

24. Il-formoli ta' applikazzjoni jistgħu jitniżżlu minn dawn is-siti elettroniċi li ġejjin:

http://doi.gov.mt/EN/employment_opp/recruitenglish.pdf
http://www.mpo.gov.mt/downloads/recruitenglish.pdf
http://www.education.gov.mt

jew jinkisbu mis-sezzjoni tal-*Customer Care,* Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju l-Kbir, il-Furjana.

25. Applikazzjonijiet li jaslu minn barra minn Malta permezz ta' *fax, e-mail* jew xi mezz ieħor sa nofsinhar (Ħin Ċentrali Ewropew) tat-Tnejn, 27 ta' Awissu, 2007 jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata kif imiss mill-applikant għandha tasal għand is-Segretarju Permanenti (Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol) Triq l-Assedju l-Kbir, il-Furjana, VLT2000 sa mhux iżjed tard minn ġimgħa wara d-data ta' l-għeluq. (In-numru tal-*fax* ta' dn l-uffiċċju hu +356 25982462 u l-indirizz tal-*e-mail* hu francis.a.borg@gov.mt).

26. Tingħata rċevuta minnufih mis-Segretarju Permanenti (Ministeru ta' l-Edukazzjoni, Żgħażagh u Xogħol) għal kull applikazzjoni li titwassal sal-Ministeru. Applikazzjonijiet li jaslu bil-posta għandhom ikunu rreġistrati u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data ta' l-għeluq. Tingħata rċevuta bil-posta fi żmien sebat (7) ijiem għal dawn l-applikazzjonijiiet.

Is-27 ta' Lulju, 2007

still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications.

21. All applicants will be informed by post and electronic means of whether or not they have been selected.

22. Petitions in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of notification of non-selection.

23. Interested applicants should submit their applications by writing to the Permanent Secretary, Ministry of Education, Youth and Employment, Triq l-Assedju l-Kbir, Floriana, VLT2000 on the appropriate form. Applications should be accompanied by a curriculum vitae (which should include a list of qualifications held by the applicant) and a Schedule of Service in the case of Public Officers. The closing date for the receipt of applications is noon (Central European Time) of Monday, 27th August, 2007.

24. Application forms may be either downloaded from the following websites:

http://doi.gov.mt/EN/employment_opp/recruitenglish.pdf
http://www.mpo.gov.mt/downloads/recruitenglish.pdf
http://www.education.gov.mt

or obtained from the Customer Care Section, Ministry of Education, Youth and Employment, Great Siege Road, Floriana.

25. Applications received from abroad through a fax, e-mail or other means by noon (Central European Time) of Monday, 27th August, 2007 may be considered provided that all requisite details are given. The formal application duly signed by the applicant should be received by Permanent Secretary, Ministry of Education, Youth and Employment, Floriana, VLT 2000, by not later than one week after the closing date. (The fax number of this Office is +356 25982462 and the e-mail address is francis.a.borg@gov.mt).

26. Applications delivered by hand will be acknowledged in writing by the Permanent Secretary, Ministry of Education, Youth and Employment, Floriana, VLT 2000 and a receipt will be given at the time of delivery. Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. Applications will be acknowledged in writing within seven days.

27th July, 2007

KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Reklutaġġ ta' Direttur fid-Dipartiment dwar Ħarsien ta' Regolamenti fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol

Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet għall-ħatra ta' persuna kwalifikata professjonalment li jkollha l-abbiltà li taqdi d-dmirijiet ta' Direttur fid-Dipartiment dwar Ħarsien ta' Regolamenti fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol (MEYE).

2. Il-missjoni tad-Dipartiment dwar Ħarsien ta' Regolamenti hi li, soġġett għas-sorveljanza tas-Segretarju Permanenti fil-MEYE, jiżgura l-ħarsien tal-provvedimenti legali u regolatorji dwar liċenzjar ta' skejjel Statali u dawk mhux Statali, rikonoxximent ta' kwalifiki minn istituzzjonijiet barranin, u ħwejjeg oħra preskritti mil-liġi fil-qasam ta' l-edukazzjoni.

3. Il-persuna magħżula tinħatar fil-grad sostantiv ta' 'Uffiċjal fi Grad 5' fis-Servizz Pubbliku ta' Malta u, bħala tali, tkun uffiċjal pubbliku anzjan. Il-ħatra tkun soġġetta għal żmien ta' prova ta' sentejn.

4. Jekk fil-jum meta jagħlqu l-applikazzjonijiet, il-persuna magħżula:

a) tkun uffiċjal pubbliku fil-kariga li sostantivament diġà tkun tinsab fi grad ekwivalenti għal jew ogħla minn Grad 5, hija tibqa' żżomm l-grad sostantiv tagħha;

b) tkun uffiċjal pubbliku fil-kariga li jkollha ħatra sostantiva fi grad taħt Grad 5, hija tiġi sostantivament maħtura Uffiċjal fi Grad 5;

ċ) tkun uffiċjal pubbliku fil-kariga li tkun tokkupa pożizzjoni kontrattwali fis-Servizz Pubbliku ta' Malta u ma jkollhiex kariga sostantiva fis-Servizz Pubbliku ta' Malta, hija tiġi maħtura sostantivament 'Uffiċjal fi Grad 5' fis-Servizz Pubbliku ta' Malta.

d) ma tkunx uffiċjal pubbliku fil-kariga, hija tiġi sostantivament maħtura 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta.

5. Meta tinħatar bħala 'Uffiċjal fi Grad 5', l-uffiċjal pubbliku magħżul jiġi inkarigat mill-Prim Ministru biex jaqdi d-dmirijiet ta' Direttur fid-Dipartiment dwar Ħarsien ta' Regolamenti abbażi ta' *Performace Agreement* ta' tliet snin, li jista' jiġġedded għal perjodi ulterjuri ta' tliet snin.

6. Persuna fil-ħatra ta' Direttur tirċievi salarju bażiku li jkun ekwivalenti għal dak li japplika fl-Iskala tas-Salarju 4 fis-Servizz Pubbliku ta' Malta, bħalissa Lm10,811 (€25,182.86) fis-sena.

7. Il-*Performance Agreement* ikun jinkludi *performance*

PUBLIC SERVICE COMMISSION

Engagement of Director in the Department of Regulatory Compliance within the Ministry of Education, Youth and Employment

The Public Service Commission invites applications for the appointment of a suitably qualified and competent professional capable of performing duties as Director in the Department of Regulatory Compliance within the Ministry of Education, Youth and Employment (MEYE).

2. The mission of the Department for Regulatory Compliance is, subject to the supervision of the Permanent Secretary in the MEYE, to ensure compliance with the legal and regulatory requirements regarding the licensing of state and non-state schools, the recognition of qualifications awarded by foreign institutions, and other educational matters prescribed by law.

3. The selected candidate will be appointed substantively 'Officers in Grade 5' in the Malta Public Service and, as such, will be senior public officers. The appointment will be subject to a two-year probationary period.

4. If on the closing date of the call for applications, the selected candidates is a:

a) serving public officer who is already substantively in a grade equivalent to or above Grade 5, he/she will retain his/her higher substantive grade;

b) serving public officer who holds a substantive appointment in a Grade below Grade 5, he/she will be substantively appointed Officers in Grade 5;

c) serving public officer who occupies a contractual position in the Malta Public Service and does not hold a substantive post in the Malta Public Service, he/she will be substantively appointed 'Officer in Grade 5' in the Malta Public Service.

d) not a serving public officer, he/she will be substantively appointed 'Officer in Grade 5' in the Malta Public Service.

5. On appointment as 'Officer in Grade 5', the selected public officer shall be detailed by the Prime Minister for duty as Director in the Department of Regulatory Compliance on the basis of a three-year performance agreement, which may be renewed for further periods of 3 years.

6. The Director will receive a basic salary equivalent to that attached to Salary Scale 4 in the Malta Public Service, currently Lm10,811 (€25,182.86).

7. The Performance Agreement will include a performance

bonus u dan il-jedd ikun soġġett għall-istess proċedura ta' reviżjoni ta' ħidma, kriterji u arranġamenti oħra skond ma japplikaw għal uffiċjali li jinħatru f'pożizzjoni ta' Kapijiet fis-Servizz Pubbliku ta' Malta.

8. L-uffiċjal pubbliku magħżul/a ikun/tkun marbut/a, sakemm jibqa'/tibqa' fil-kariga ta' Direttur fid-Dipartiment dwar Ħarsien ta' Regolamenti, bil-pattijiet u l-kundizzjonijiet tas-servizz li japplikaw għall-uffiċjali pubbliċi li jkollhom ħatra sostantiva fis-Servizz Pubbliku ta' Malta.

9. Meta jintemmu żewġ perjodi ta' kariga ta' tliet snin il-wieħed ta' Direttur fid-Dipartiment dwar Ħarsien ta' Regolamenti, l-uffiċjal magħżul/a jinħatar/tinħatar sostantivament bħala 'Uffiċjal fi Grad 4' fis-Servizz Pubbliku ta' Malta.

10. Meta jintemm il-*Performance Agreement* li jkollu/ha bħala Direttur fid-Dipartiment dwar Ħarsien ta' Regolamenti, l-uffiċjal magħżul/a iżomm/iżżomm il-grad sostantiv tiegħu/tagħha u jingħata/tingħata jaqdi/taqdi dmirijiet li kemm jista' jkun, ikunu skond il-grad sostantiv tiegħu/tagħha.

11. Ħidma insodisfaċenti matul iż-żmien tal-*Performance Agreement* twassal għat-terminazzjoni tal-*Performance Agreement* u, jekk l-uffiċjal ikun/tkun għadu/għadha fiż-żmien ta' prova tal-ħatra sostantiva tiegħu/tagħha, twassal għat-terminazzjoni tal-ħatra sostantiva li tirriżulta minn din is-sejħa għall-applikazzjonijiet.

12. Il-kwalitajiet mixtieqa f'din il-pożizzjoni huma dawk ta' persuna professjonali b'entużjażmu u b'esperjenza, li jkollha xhieda ta' ħila fid-direzzjoni u li timmottiva lill-impjegati tagħha jilħqu l-miri u l-i*standards* stabbiliti. Il-kandidat/a magħżul/a għandu/għandha ikun/tkun mexxej/mexxejja bl-abbiltà li jġib/ġġib bidla u li jikkomunika/tikkomunika b'mod effettiv f'kull livel. Il-kandidat/a magħżul/a għandu/għandha jkollu/jkollha l-ħila li janalizza/tanalizza, jinterpreta/tinterpreta u jevalwa/tevalwa statistika u informazzjoni ddetaljata, li jifhem/tifhem sistemi differenti ta' edukazzjoni u taħriġ fil-perspettiva ta' Tagħlim Tul il-Ħajja kif ukoll ikun/tkun familjari ma' oqsma ta' kwalifiki u sistemi edukattivi internazzjonali. Id-Direttur fid- Dipartiment dwar Ħarsien ta' Regolamenti għandu/għandha jaħdem/taħdem biex imexxi/tmexxi 'l quddiem il-ħarsien tal-Liġi dwar l-Edukazzjoni, u l-leġislazzjoni u regolamenti relatati fil-provvediment edukattiv kollu sew ta' l-Istat kif ukoll dak mhux ta' l-Istat fil-livelli kollha, u għandu/għandha jkun/tkun kapaċi li jaħdem/taħdem f'kollaborazzjoni biex jagħti/tagħti internazzjonalment l-aħjar profil tas-sistema edukattiva nazzjonali. Id-Direttur fid-Dipartiment dwar Ħarsien ta' Regolamenti huwa/hija mistenni/mistennija li jkollu/jkollha l-ħiliet li jiżviluppa/tiżviluppa u jsostni/ssostni tim b'saħħtu ta' evalwazzjoni tal-kwalifiki fi ħdan iċ-Ċentru Malti għal Rikonoxximent tal-Kwalifiki u ta' Informazzjoni, kif ukoll l-istrutturi responsabbli mill-koordinament tar-rikonoxximent professjonali u dawk responsabbli mil-liċenzjar u l-ħarsien tar-regolamenti mill-istituzzjonijiet edukattivi. Esperjenza fil-qasam ta' l-iżvilupp fir-riżorsa umana u ta'

bonus and this entitlement will be subject to the same performance review procedure, criteria and other arrangements applicable to officers who are appointed to a Headship position in the Malta Public Service.

8. The selected public officer will, during the period of their detailing as Director in the Department of Regulatory Compliance, be bound by the terms and conditions of service applicable to public officers holding a substantive appointment in the Malta Public Service.

9. On successful completion of two terms of three years each as Director in the Department of Regulatory Compliance, the selected officer will be appointed substantively 'Officer in Grade 4' in the Malta Public Service.

10. On termination of his/her performance agreement as Director in the Department of Regulatory Compliance, the selected officer will retain their applicable substantive grade and will be assigned duties which will be, as far as possible, commensurate with their substantive grade.

11. Unsatisfactory performance during the period of the performance agreement will lead to the termination of the performance agreement and, if the officer is still in the probationary period of his substantive appointment, to the termination of the substantive appointment resulting from this call for applications.

12. The qualities being sought for this position are those of an enthusiastic and experienced professional, who has a proven track record in directing and motivating staff to achieve identified targets and standards. The successful candidate shall be a leader and must have an ability to manage change and communicate effectively at all levels. The selected candidate must be able to analyse, interpret and evaluate complex statistical data and information and have an ability to understand different systems of education and training in a Lifelong Learning perspective as well as be conversant with international qualifications frameworks and educational systems. The Director Regulatory Compliance will work towards the adherence to the Education Act and related legislation and regulations by both the state and the non-state educational provision at all levels and will be able to work to enhance the profile of the national education system abroad. The Director in the Department of Regulatory Compliance will be expected to have skills to develop and maintain a strong qualification evaluation team within the Malta Qualifications Recognition Information Centre, the structures responsible for the coordination of professional recognition as well as those structures responsible for the licensing and regulatory compliance of educational institutions. Experience of human resource development, as well as knowledge of national and European legislation in the field of academic and professional recognition as well as related legislation in the field of education and development regulations, would be advantageous. The selected candidate will need to demonstrate

l-għarfien tal-leġislazzjoni nazzjonali u Ewropea fil-qasam tar-rikonoxximent tal-kwalifiki akkademiċi u professjonali, kif ukoll ta' leġislazzjoni relatata fil-qasam ta' l-edukazzjoni huma kkunsidrati bħala vantaġġ. Il-kandidat/a magħżul/a jkollu/jkollha bżonn juri/turi etos korporattiv u li kapaċi jilħaq/tilħaq *standards* għoljin bil-ħila li jimmotiva/timmotiva persuni sabiex imexxu u jiżviluppaw is-servizzi regolatorji, tal-liċenzjar, u ta' rikonoxximent sabiex ikun żgurat servizz edukattiv mill-aqwa. Permezz ta' *performance management*, il-kandidat/a magħżul/a għandu/għandha jippromwovi/tippromwovi kultura ta' titjib kontinwu, u jaħdem/taħdem ma' l-entitajiet nazzjonali kollha konċernati, ma' kontraparti ta' pajjiżi oħra u organizzazzjonijiet internazzjonali f'dan il-qasam.

a strong corporate ethos and high standards, able to motivate individuals to lead and develop the licensing, regulatory and recognition provisions, ensuring quality educational provision. Through performance management the selected Director will promote a continuous improvement culture, and networking with the relevant national stakeholders, foreign counterparts and international organisations in the field.

13 Sal-ħin u d-data ta' l-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom:

a) (i) ikunu ċittadini ta' Malta;

JEW

(ii) ikunu ċittadini ta' xi Stat Membru ieħor ta' l-Unjoni Ewropea;

JEW

(iii) ikunu ċittadini ta' pajjiż ieħor li dwarhom ikunu japplikaw id-dispożizzjonijiet ta' UE fuq il-moviment liberu ta' persuni (f'każ ta' diffikultà dwar il-pajjiżi li għalihom japplikaw id-dispożizzjonijiet ta' l-UE għandu jiġi kkonsultat il-Ministru ta' l-Affarijiet Barranin);

JEW

(iv) ikunu l-konjuġi jew it-tfal, ukoll jekk dawn ikunu ċittadini ta' pajjiżi terzi, ta' xi persuna minn dawk imsemmija fil-paragrafi (i), (ii) u (iii) hawn qabel, sakemm dan/din ikun/kun jista'/tista' jaħdem/taħdem f'Malta taħt leġislazzjoni korrenti. Dan għandu jiġi deċiż bil-parir tad-Direttur taċ-Ċittadinanza u Affarijiet dwar *Expatriates*, fil-Ministeru tal-Ġustizzja u l-Intern.

Il-ħatra ta' kandidat/a msemmi/msemmija fil-paragrafi (ii), (iii) u (iv) hawn qabel tkun teħtieġ il-ħruġ ta' liċenza ta' l-impiegi sakemm dan ikun meħtieġ taħt l-Att dwar l-Immigrazzjoni u liġijiet sussidjarji.

b) ikunu kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

ċ) ikollhom Grad bl-Unuri fl-Edukazzjoni jew f'xi qasam relatat mad-Dipartiment dwar Ħarsien ta' Regolamenti. Jingħata rikonoxximent kif imiss waqt il-proċeduri ta' l-għażla lill-persuni li jkollhom grad ta' *Masters* jew Dottorat;

d) ikollhom:

(i) kwalifiki, ħiliet, atitudnijiet u esperjenza neċessarji sabiex

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

a) (i) be citizens of Malta;

OR

(ii) be citizens of another European Union Member State;

OR

(iii) be citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate in the Maltese and English languages;

c) be in possession of at least an Honours Degree in education or in an area related to the remit of the Department for Regulatory Compliance. Due recognition will be given during the selection process to persons in possession of a Masters or a Doctorate degree;

d) have:

(i) the necessary qualifications, skills, attitude and

jitmexxa u jkun immaniġġat b'mod effettiv id- Dipartiment dwar Ħarsien ta' Regolamenti. Ikun meħtieġ għarfien sħiħ ta' kif il-kurrikulu kif ukoll il-programmi u servizzi edukattivi jikkontribwixxu għal kisbiet aqwa mill-istudenti kollha;

(ii) esperjenza f'kariga amministrattiva jew ta' tmexxija;

(iii) għarfien u fehma sħiħa ta' l-isfidi li s-soċjetà bbażata fuq l-għarfien u l-ekonomija qegħdin jippreżentaw lis-sistemi edukattivi;

(iv) ħiliet qawwija fil-komunikazzjoni u dawk interpersonali, partikolarment fl-oratorija pubblika, kitba ta' rapporti u ICT;

e) ikunu ta' karattru morali tajjeb (l-applikanti li jkuni diġà jinsabu fis-Servizz Pubbliku ta' Malta għandhom jippreżentaw is-*Service and Leave Record Form (GP47)*; filwaqt li applikanti li qed japplikaw minn barra s-Servizz Pubbliku ta' Malta għandhom jippreżentaw ċertifikat riċenti tal-kondotta maħruġ mill-Pulizija jew minn xi Awtorità kompetenti oħra li ma tkunx iġġib data aktar kmieni minn sitt (6) xhur mid-data meta ssir din is-sejħa għal applikazzjonijiet u jiddikjaraw jekk qatt kienux jaħdmu mal-Gvern ta' Malta qabel u jagħtu dettalji).

14. Il-proċedura ta' l-għażla, li tkun tikkonsisti f'intervista intensiva issir minn bord ta' l-għażla li jiġi approvat mill-Kummissjoni dwar is-Servizz Pubbliku.

15. Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skond l-Artikolu 7 ta' l-Att dwar Opportunitajiet Indaqs (Persuni b'Diżabilità), (Kap. 413), anke jekk ma jkunux jissodisfaw għal kollox il-parametri ta' l-eliġibbiltà għall-pożizzjoni. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-pożizzjoni fl-essenza tagħhom, u sakemm ikun hemm qbil min-naħa tal-*Management and Personnel Office* u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

16. Is-sottomissjonijiet skond klawsola 15 għandhom jintbagħtu mal-formola ta' l-applikazzjoni u għandhom ikunu msaħħa b'dokumenti relevanti li jinkludu evidenza dokumentata tar-registrazzjoni ta' l-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-parametri kollha ta' l-eliġibbiltà u għaliex huma mistħoqqa kunsiderazzjonijiet speċjali. Il-korrispondenza kollha għandha tiġi indirizzata lis-Segretarju Permanenti Prinċipali fl-Uffiċċju tal-Prim Ministru u tkun ikkupjata lill-KNPD.

17. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, illi kopja tagħhom għandha tkun jew mehmuża ma' l-applikazzjoni jew jintbagħtu separatament lid-Dipartiment konċernat mhux aktar tard minn għaxart ijiem ta' xogħol mid-data ta' l-għeluq. Kopji mgħoddija bl-i*scanner* huma aċċettabbli.

18. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

experience to effectively lead and manage the Department for Regulatory Compliance. A complete understanding of how the curriculum, educational programmes and services contribute to better outcomes for all students is a must;

(ii) experience in management/administrative positions;

(iii) sound knowledge and understanding of the challenges that the knowledge society and economy are presenting to educational systems;

(iv) strong communication and interpersonal skills, particularly in public speaking, report-writing and ICT.

e) be of good moral character (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form - GP47); those applying from outside the Malta Public Service must produce a recent certificate of conduct issued by the Police or other competent Authority not earlier than six (6) months from the date of this call for applications and state whether they have ever been in Maltese Government service, giving details).

14. The selection process, in the form of a rigorous interview, will be conducted by a selection board to be approved by the Malta Public Service Commission.

15. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for this position provided they can carry out, in essence, the duties related to the position and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

16. Representations in terms of clause 17 should be attached to the application forms and supported with relevant documents, which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given by the applicant to substantiate the lack of full eligibility requirements and to state why reasoned considerations are merited. All correspondence is to be addressed to Principal Permanent Secretary, Office of the Prime Minister, Auberge de Castille, Valletta, CMR 02 and to the NCPD.

17. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

19. Hija r-responsabbiltà ta' applikanti li jkollhom kwalifiki maħruġa minn universitajiet barranin/istituzzjonijiet terzjarji, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' kwalifiki maħruġa mill-Malta Qualifications Recognition Information Centre (MQRIC) fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża ma' l-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni jkunu jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni, maħruġa mill-awtorità pertinenti, lid-dipartiment riċeventi kif tkun għad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data ta' l-għeluq tas-sejħa għall-applikazzjonijiet.

19. It is the responsibility of applicants in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Youth and Employment or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications.

20. Petizzjonijiet skond m'hemm fl-Artikolu 1.1.10 tal-*Public Service Management Code* jistgħu jiġu ppreżentati fi żmien għaxart (10) ijiem tax-xogħol mid-data meta persuna tiġi notifikata li ma tkunx ġiet magħżula.

20. Petitions in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of the result.

21. Dawk kollha interessati għandhom jippreżentaw l-applikazzjoni tagħhom bil-miktub lis-Segretarju Permanenti Prinċipali, Uffiċċju tal-Prim Ministru, Auberge de Castille, Valletta, CMR 02, fuq il-formola apposta ta' l-applikazzjoni. Flimkien ma' l-applikazzjonijiet għandu jkun hemm *curriculum vitae* (li għandu jinkludi lista ta' kwalifiki li l-applikant/a ikollu/jkollha) u Skeda tas-Servizz fil-każ ta' Uffiċjali Pubbliċi. Id-data ta' l-għeluq sa meta jistgħu jaslu l-applikazzjonijiet hi nofsinhar (Ħin Ewropew Ċentrali) tat-Tnejn, is-27 ta' Awissu, 2007.

21. Interested applicants should submit their applications by writing to the Permanent Secretary, Ministry of Education, Youth and Employment, Great Siege Road, Floriana on the appropriate form. Applications should be accompanied by a curriculum vitae (which should include a list of qualifications held by the applicant) and a Schedule of Service in the case of Public Officers. The closing date for the receipt of applications is noon (Central European Time) of Monday, 27th August, 2007.

22. Il-formoli ta' l-applikazzjoni jistgħu jitniżżlu minn dawn is-siti elettronici li ġejjin:

http://doi.gov.mt/EN/employment_opp/recruitenglish.pdf
http://www.mpo.gov.mt/downloads/recruitenglish.pdf
http://www.edukation.gov.mt

jew jinkisbu mis-Sezzjoni tal-Customer Care, Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju l-Kbir, il-Furjana.

22. Application forms may be either downloaded from the following websites:

http://doi.gov.mt/EN/employment_opp/recruitenglish.pdf
http://www.mpo.gov.mt/downloads/recruitenglish.pdf
http://www.education.gov.mt

or obtained from the Customer Care Section, Ministry of Education, Youth and Employment, Great Siege Road, Floriana.

23. Applikazzjonijiet li jaslu minn barra minn Malta permezz ta' *fax, e-mail* jew xi mezz ieħor sa nofsinhar (Ħin Ewropew Ċentrali) tat-Tnejn, is-27 ta' Awissu, 2007 jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata mill-applikant/a trid tasal għand is-Segretarju Permanenti fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol, il-Furjana VLT 2000, sa mhux iżjed tard minn ġimgħa wara d-data ta' l-għeluq. (In-numru tal-*fax* ta' dan l-uffiċċju hu + 356 25985462 u l-indirizz tal-*e-mail* hu francis.a.borg@gov.mt).

23. Applications received from abroad through a fax, e-mail or other means by noon (Central European Time) of Monday, 27th August, 2007 may be considered provided that all requisite details are given. The formal application duly signed by the applicant should be received at the Ministry of Education, Youth and Equipment, Floriana VLT 2000, by not later than one week after the closing date. (The fax number of this Office is +356 25982462 and the e-mail address is francis.a.borg@gov.mt).

24. Tingħata rċevuta għal kull applikazzjoni fil-ħin li titwassal. Applikazzjonijiet li jaslu bil-posta għandhom ikunu rreġistrati u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data ta' l-għeluq. Tingħata rċevuta bil-posta fi żmien sebat (7) ijiem għal dawn l-applikazzjonijiet.

24. Applications delivered by hand will be acknowledged in writing by the Permanent Secretary (Ministry of Education, Youth and Employment) and a receipt will be given at the time of delivery. Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. Applications will be acknowledged in writing within seven days.

Is-27 ta' Lulju, 2007

27th July, 2007

KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Postijiet ta' Kap ta' Skola fid-Direttorat għal Servizzi Edukattivi (Għawdex)

Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet mingħand edukaturi eliġibbli li għandhom is-servizz u l-esperjenża meħtieġa fi skola liċenzjata għall-post ta' Kap ta' Skola fid-Direttorat għal Servizzi Edukattivi (Għawdex).

2. Il-post ta' Kap ta' Skola jagħmel parti mit-tim nazzjonali ta' l-edukazzjoni li jirrikjedi it-tħaddin ta' fehma u atitudni maniġerjali ta' l-ogħla livell.

3. Funzjonijiet, rwoli u responsabbiltajiet:

Għanijiet Ewlenin

li jipprovdi tmexxija professjonali u jassigura l-implimentazzjoni u l-iżvilupp tal-qafas tal-kurrikulu minimu nazzjonali;

li jassigura l-impenn ta' skola sħiħa għall-filosofija kurrikulari, valuri u oġġettivi permezz ta' tiswir effettiv ta' tim skolastiku, ta' komunikazzjoni u ta' approċċ kollaborattiva fit-teħid tad-deċiżjonijiet;

li jmexxi 'l quddiem l-edukazzjoni ħolistika ta' kull student fl-iskola;

li jorganizza, jimmaniġġa u jikkontrolla b'mod effiċjenti u effettiv ir-riżorsi umani, fiżiċi u finanzjarji ta' l-iskola;

li jieħu sehem fil-laqgħat tal-Kunsill tal-Kapijiet tal-Kulleġġ u jikkollabora ma' Kapijiet oħra b'mod li jimmassimizza n-*networking* taħt it-tmexxija tal-Prinċipal tal-Kulleġġ u skond id-direzzjoni u l-linji gwida stabbiliti mill-awtoritajiet kompetenti;

li jieħu sehem fit-tifsil, il-formulazzjoni u t-twettiq ta' proġetti li jagħmlu użu mill-fondi ta' UE u li jistabbilixxi sħubija ma' skejjel Ewropej;

Responsabbiltajiet Ewlenin

Isawwar, b'kollaborazzjoni mat-tim skolastiku l-għanijiet ta' l-iskola, l-objettivi u *policies* konformi ma' l-Att dwar l-Edukazzjoni, avviżi legali relatati, u d-direttivi u regolamenti ta' l-Awtoritajiet Edukattivi filwaqt li jmexxi t-tim ta' l-iskola kif xieraq;

Jiffaċilita l-bini ta' tim parteċipattiv u ta' proċess kollegġjali li jwassal għat-tiswir u reviżjoni kontinwa tal-Pjan ta' Żvilupp ta' l-Iskola;

Jibni u jżomm mezz effettiv u miftuħ ta' komunikazzjoni fi ħdan il-komunità skolastika, ma' skejjel oħra fl-istess Kulleġġ, mal-Bord u l-amministrazzjoni tal-Kulleġġ, l-uffiċjali d-Direttorat għal Kwalità u *Standards* Edukattivi u d-Direttorat għal Servizzi Edukattivi kif ukoll il-komunità tal-lokal u

PUBLIC SERVICE COMMISSION

Posts of Head of School in the Directorate for Educational Services to Serve in Gozo

The Public Service Commission invites applications from qualified, eligible educators with the requested experience in a licensed school for the post of Head of School in the Directorate for Educational Services to serve in Gozo.

2. The post of Head of School belongs to the ranks of the national education team which implies the adoption of a top management mindset and approach.

3. Functions, roles and responsibilities

Overall Purpose

to provide professional leadership and to ensure the implementation and the development of the National Curriculum Framework;

to secure whole-school commitment to the curricular philosophy, values and objectives through the effective school team building, communication and collaborative approach to decision-making;

to promote and further the holistic education of each student in the school;

to organise, manage and control efficiently and effectively the human, physical and financial resources of the school;

to participate in the meetings of the College Council of Heads and to collaborate with other Heads of Schools in a manner that maximises networking under the leadership of the College Principal and according to the direction and guidelines established by the competent authorities;

to participate in the design, formulation and implementation of projects that tap EU funding and establish partnerships with other schools in Europe.

Main Responsibilities

Formulating, in a collaborative manner with the school team, the school aims, objectives and policies in conformity with the Education Act and related legal notices and the directives and regulations of the Education Authorities and to lead the school team accordingly;

Facilitating a participatory team building and collegial process leading to the formulation and on-going review of the School Development Plan;

Building and maintaining an effective and open channel of communications within the school community, with other schools in the College, with the College Board and its administration, with officials of the Directorate Quality and Standards in Education (DQSE) and the Directorate for

aġenziji oħra esterni;

Imexxi l-ippjanar, l-organizzazzjoni u l-koordinazzjoni ta' inizjattivi u attivitajiet mal-kurrikulu u attivitajiet oħrajn matul is-sena u jassumi doveri oħra konnessi mal-Kunsill ta' l-Iskola skond il-liġijiet li jkunu fis-seħħ;

Iżomm aġġornat servizz ta' żvilupp professjonali kontinwu fil-qasam edukattiv u ta' tmexxija amministrattiva u ta' *management* u jrawwem il-rwol ta' *mentor*;

Jiżgura l-ordni u d-dixxiplina, jagħti l-għajnuna fis-soluzzjoni tal-konflitt, imexxi 'l quddiem ir-relazzjoni sana bejn l-istudenti, l-i*staff* u l-ġenituri/tuturi;

Jiżgura l-implementazzjoni ta' proċeduri stabbiliti ta' dixxiplina;

Jiżgura li l-parteċipanti fin-*networks* jikkomunikaw bla formalità żejda iżda b'mod strutturat;

Jiżgura li l-*policies* kollha jiġu fis-seħħ b'mod effettiv;

Jiżgura sistema ta' kura pastorali għall-istudent;

Jiżgura li t-Tim Ewlieni ta' Tmexxija jkun regolarment assenjat oqsma ta' ffukar għall-aħjar implementazzjoni tal-*policies* ta' l-iskola u l-pjan ta' żvilupp;

Jagħmel superviżjoni tal-kwalità akkademika u pedagoġika tat-tagħlim;

Żvilupp Kurrikulari

Flimkien mat-Tim Ewlieni ta' Tmexxija u t-tim ta' l-għalliema u b'konsultazzjoni ma' l-uffiċjali konċernati tad-Direttorat għall-Kwalità u l-I*standards* Edukattivi u tad-Direttorat għal Servizzi Edukattivi skond il-każ, jiddeċiedu strateġiji għall-implimentazzjoni effettiva tal-Kurrikulu Nazzjonali li jinkludu strateġiji tat-tagħlim , l-użu ta' riżorsi u servizzi edukattivi, l-għażla ta' kotba, eċċ.;

Iġib fis-seħħ mekkaniżmi ta' assigurazzjoni ta' kwalità li żżommu *standards* għolja ta' tagħlim fl-iskejjel;

Imexxi 'l quddiem kurrikulu aktar għani permezz ta' attivitajiet organizzati sew ġewwa kif ukoll barra l-iskola;

Jiżgura li l-kurrikulu jinkludi attivitajiet ħolistiċi ta' tagħlim li jħaddnu d-diversi talenti u modi ta' tagħlim, abbiltajiet u potenzjali ta' l-istudenti kollha fl-iskola, u li jagħmlu użu sew mir-riżorsi tal-komunità tal-lokal kif ukoll dawk ta' organizzazzjonijiet nazzjonali, Ewropej u internazzjonali;

Jimmotiva u jissapportja kull kategorija ta' *staff* bil-għan li titmexxew 'il quddiem l-opportunitajiet ta' edukazzjoni tul il-ħajja, inkluż żvilupp u promozzjoni fil-karriera;

Faċilitajiet għall-Istudent

Jiffaċilita provvediment effettiv tas-servizzi psiko-soċjali u ta' kura pastorali għall-istudent;

Iġib fis-seħħ *referal policy* effettiv u proċeduri għall-

Educational Services (DES), the local community and other external agencies;

Directing the planning, organisation and co-ordination of curriculum related and other initiatives and activities throughout the year and performing duties connected with the School Council in accordance with current legislation;

Keeping abreast with on-going professional development in educational and administrative leadership and management and nurturing the role of mentors;

Ensuring order and discipline, helping to resolve conflicts, and promoting healthy relationships between students, staff and parents/guardians;

Ensuring the timely implementation of the established disciplinary procedures;

Ensuring that network participants can communicate in an informal but well-structured manner;

Ensuring that all policies are being carried out effectively;

Ensuring the maintenance of an effective pastoral care system for students;

Ensuring that members of the Senior Management Team are regularly assigned focus areas for the better implementation of the school policies and development plan;

Supervising the academic and pedagogical quality of teaching and learning.

Curriculum Development

Together with the Senior Management Team and the teaching team and in consultation with the relevant personnel in the DQSE and DES, as appropriate, determining strategies for the effective implementation of the National Curriculum, such as teaching and learning strategies, the use of educational resources and services, the selection of textbooks, etc;

Implementing quality assurance mechanisms that maintain high standards of teaching and learning in the school;

Promoting the enrichment of the curriculum through activities organised within and outside the school;

Ensuring that the curriculum includes holistic learning activities that take into account the diverse talents and learning modes, abilities and potential of all children in the school, and that tap into the resources of the local community as well as those of national, European and international organisations;

Motivating and supporting all categories of staff with the objective of pursuing lifelong learning opportunities, including career development and progression.

Student Matters

Facilitating the provision of effective psycho-social services and the effective delivery of pastoral care services for students;

Implementing an effective referral policy and procedures

istudenti li jeħtieġu servizzi speċjalizzati;

Jiżviluppa u jsostni proċeduri li jiffaċilitaw it-transizzjoni ta' l-istudent lejn u għal l-iskola u għal skejjel oħra;

Imexxi 'l quddiem *policy* ta' skola inklussiva;

Irawwem ambjent ta' sigurtà fl-iskola;

Imexxi 'l quddiem politika effettiva ta'parteċipazzjoni ta' l-istudent;

Personal Edukattiv

Irawwem u jsaħħaħ l-iżvilupp ta' t-tim professjonali ta' l-iskola li jwassal għall-parteċipazzjoni attiva fit-teħid ta' deċiżjonijiet, għall-azzjoni sussegwenti f'waqtha u għall-faċilitazzjoni ta' eżerċizzji ta' awto-evalwazzjoni;

Jagħti opportunità lill-assistenti kapijiet f'diversi rwoli u xogħol ta' tmexxija; imexxi l-*induction* ta' personal ġdid u jixpruna, jwieżen, jiżviluppa, jimmonitorja, jevalwa u jagħti *mentoring* lill-i*staff* sew professjonali u *staff* ieħor;

Jagħti gwida lill-proċessi ta' l-immaniġġar, li jinkludu l-*Performance Management Programme*, sabiex ikunu żgurati l-kwalità u l-i*standards* akkademiċi u pedagoġiċi tat-tagħlim;

Ikun immaniġġat u monitorat personal ieħor li jappartjeni lill-iskola sew fuq bażi permanenti kif ukoll temporanju sabiex ikun żgurat livell għoli ta' motivazzjoni u kwalità tas-servizz; tkun integrata l-perspettiva tal-ġendru fil-programmi u inizjattivi ta' l-iskola.

Rabta bejn id-Dar, l-Iskola u l-Komunità

Joħloq u jmexxi 'l quddiem kollegamenti mal-komunità tal-lokal u l-organizzazzjonijiet tagħha;

Irawwem u jmexxi 'l-quddiem l-involviment bikrija tal-ġenituri fl-iżvilupp edukattiv ta' uliedhom: filwaqt li tingħata direzzjoni ċara lill-*istaff* li tinkuraġġihom biex ifittxu modi effettivi sabiex ikattru l-involviment tal-ġenituri fl-iżvilupp edukattiv ta' l-istudenti u fl-attivitajiet kurrikulari;

Iħeġġeġ lil-ġenituri/tuturi sabiex jinvolvu ruħhom f'opportunitajiet ta' tagħlim tul il-ħajja li jwasslu għal żvilupp personali filwaqt li jippromwovu l-involviment tagħhom fil-ħajja komunitarja ta' l-iskola;

Iħeġġeġ lill-ġenituri sabiex isiru aktar konxji dwar ir-responsabbiltajiet tagħhom lejn il-ġid u l-benesseri ta' wliedhom u jiżgura li huma josservaw sħiħ ir-regoli u r-regolamenti ta' l-iskola, li jinkludu dawk relatati mal-puntwalità sew fil-bidu kif ukoll fit-tmien tal-ġurnata ta' l-iskola.

Amministrazzjoni

B'kollaborazzjoni mat-Tim Ewlieni ta' Tmexxija, isir eżerċizzju annwali tal-klassifikazzjoni ta' l-iskola fejn ikun żgurat il-preparazzjoni tat-*timetables*, l-assenjar ta' klassijiet,

for students requiring specialised services;

Developing and sustaining procedures to facilitate the transition of students coming to and leaving school;

Promoting an inclusive school policy;

Facilitating and nurturing a safe school environment;

Promoting an effective student participation policy.

Teaching Personnel

Nurturing the development and maintenance of the professional school team leading to active participation in decision-making, and taking timely follow-up action and facilitating school self-evaluation exercises;

Exposing the Assistant Heads to the various roles and tasks of headship; directing the induction of new staff and motivating, supporting, developing, monitoring, acting as mentor, and appraising professional and non-professional staff;

Guiding management processes, including Performance Management Programmes, to ensure academic and pedagogical quality assurance and standards of teaching and learning;

Managing and mentoring other personnel attached to the school on a permanent or temporary basis in order to ensure a high level of motivation and of quality service, ensuring that the gender perspective is integrated in school programmes and initiatives.

Home-School-Community Links

Creating and promoting links with the local community and its organisations;

Encouraging and fostering early parental involvement in children's educational development; while providing staff with a clear direction, encouraging them to seek effective ways of enhancing parental involvement in students' educational development and curricular activities;

Encouraging parents/guardians to engage in lifelong learning opportunities leading to personal development and enhanced involvement in the school community life;

Encouraging parents to increasingly become aware of their responsibilities towards their children's well-being and welfare and ensure that they strictly observe the school's rules and regulations, including those related to punctuality both at the beginning and at the end of the school day.

Administration

In collaboration with the Senior Management Team, carrying out the annual school classification exercise and ensuring the preparation of timetables, and assigning classes,

ta' suġġetti u ta' responsabbiltajiet lill-għalliema;

Ikun żgurat li d-doveri u x-xogħol ta' għalliema assenti jkun kopert u mqassam b'mod ekwu bejn l-għalliema kollha fl-iskola;

Ikun żgurat li l-istatistika ta' l-iskola kif ukoll ir-*records* ta' l-istudenti u l-*istaff* ikunu kompilati u jinżammu aġġornati;

Ikun żgurat il-provediment ta' żamma funzjonali tar-*records* u sistema ta' *filing* kif ukoll is-sottomissjoni f'waqtha ta' *data* u informazzjoni rikjesta minn entitajiet regolatorji, mill-Bord tal-Kulleġġ u entitajiet oħra awtorizzati;

B'kollaborazzjoni ma' l-aġenziji u uffiċjali konċernati, il-bini, il-faċilitajiet u tagħmir ta' l-iskola, kif ukoll l-indafa u t-tisbiħ ta' l-ambjent ta' l-iskola, ikunu miżmuma kif xieraq;

Bil-għajnuna tar-riżorsi umani disponibbli, l-inventarji jkunu kkumpilati u miżmuma skond regolamenti preskritti u li jkun hemm maniġġjar effiċjenti ta' ħażniet/apparat, għamara u riżorsi/materjali oħra;

Kotba, servizzi u ħtiġiet ta' l-iskola jkun ordnati fil-waqt;

Ikun żgurat trasport ta' l-iskola adekwat billi tingħata l-informazzjoni meħtieġa;

Parteċipazzjoni fi proġetti ta' l-UE u proġetti oħra skond il-miri ta' Pjan ta' Żvilupp ta' l-Iskola.

Finanzi

Bl-għajnuna ta' uffiċjali kompetenti tad-Direttorati u l-personal tal-Kulleġġ jitħejjew l-estimi kapitali u rikorrenti ta' l-iskola fil-parametri u l-prijoritajiet stabbiliti mill-awtorità kompetenti, il-Bord tal-Kulleġġ waqt li jingħata s-sehem fit-tħejjija tal-pjan ta' ħidma ta' tliet snin tal-Kulleġġ;

Taħt id-direzzjoni u l-gwida tad–Direttorat għal Servizzi Edukattivi jkun żgurat l-immaniġġjar effettiv u kontroll tal-fondi skond regolamenti finanzjari Governattivi stabbiliti u jkun żgurat jinżamm rekord tal-tranżazzjonijiet kollha skond il-prattika stabbilita;

4. Eliġibbiltà

Il-postijiet vakanti fil-grad ta' Kap ta' Skola jimtlew permezz ta' għażla wara sejħa għall-applikazzjonijiet miftuħa għall-Assistenti Kapijiet ta' Skola, Kapijiet tad-Dipartiment ta' Kulleġġ, u *School Counsellors* li:

5. Sal-ħin u d-data ta' l-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom:

a) (i) ikunu ċittadini ta' Malta;

JEW

(ii) ikunu ċittadini ta' xi Stat Membru ieħor ta' l-Unjoni Ewropea;

subjects and responsibilities to teachers;

Ensuring that the duty of providing cover for absent teachers is shared equitably among all teachers in the school;

Ensuring the compilation and upkeep of school statistics, as well as student and staff records;

Ensuring the provision of a functional record keeping and filing system and the timely and correct submission of data and information requested by the regulatory bodies, the College Board and other authorised entities;

In collaboration with the relevant agencies and officials, ensuring the proper maintenance and servicing of the school building, facilities and equipment, as well as the cleanliness and the embellishment of the school environment;

With the assistance of available human resources, ensuring the compilation of an inventory according to prescribed regulations, as well as the efficient management of stores, apparatus, furniture and other material resources;

Ensuring the timely requisition of utilities and textbooks;

Providing necessary information to ensure adequate school transport;

Taking part in EU projects and other projects in accordance with SDP targets.

Finance

With the assistance of appropriate office staff from the Directorates and College personnel preparing the capital and recurrent school budget estimates within the parameters and priorities set by the competent authority and the College Board, whilst contributing to the preparation of the three-year business plans of the College;

Under the direction and guidance of the DES, ensuring the effective management and control of funds according to established Government financial regulations and ensuring the recording of all transactions according to established practice.

4. Eligibility

The filling of vacancies in the grade of Head of School shall be by selection following a call for applications open to Assistant Heads of School, Heads of Department and School Counsellors:

5. By the closing time and date of the call of applications, applicants must:

a) (i) be citizens of Malta;

OR

(ii) be citizens of another European Union Member State;

JEW

(iii) ikunu ċittadin ta' pajjiżi oħra li dwarhom ikunu japplikaw il-provvedimenti ta' UE fuq il-moviment liberu ta' persuni (f'każ ta' diffikultà dwar il-pajjiżi li għalihom japplikaw id-disposizzjonijiet ta' l-UE għandu jiġi kkonsultat il-Ministru ta' l-Affarijiet Barranin);

JEW

(iv) ikun il-konjuġi u t-tfal, ukoll jekk dawn ikunu ċittadini ta' pajjiżi terzi, ta' xi persuna minn dawk imsemmija fil-paragrafi (i), (ii) u (iii) hawn qabel, sakemm dawn ikunu jistgħu jaħdmu f'Malta taħt leġislazzjoni korrenti. Dan għandu jiġi deċiż bil-parir tad-Direttur taċ-Ċittadinanza u Affarijiet dwar *Expatriates*, fil-Ministeru tal-Ġustizzja u l-Intern.

Il-ħatra ta' kandidati msemmija fil-paragrafi (ii), (iii) u (iv) hawn qabel tkun teħtieġ il-ħruġ ta' liċenza ta' l-impiegi sakemm dan ikun meħtieġ taħt l-Att dwar l-Immigrazzjoni u liġijiet sussidjarji.

b) ikunu kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

ċ) *warrant* ta' għalliem u mhux inqas minn erba' (4) snin skolastiċi servizz fil-grad ta'assistent kap ta' skola, kapijiet tad-dipartiment (li qabel kien magħruf bħala koordinatur tas-suġġett/settur), u *School Counsellor* fi skola liċenzjata; u

d) diploma *post-graduate* fit-tmexxija edukattiva, amministrazzjoni u mmaniġġjar jew kwalifika komparabbli f'dawn l-oqsma maħruġa minn istituzzjoni ta' edukazzjoni għolja rikonoxxuta mill-awtoritajiet edukattivi;

Ħlief li applikanti li għandhom id-*Diploma in Educational Administration and Management* maħruġa mill-Università ta' Malta huma kkunsidrati eliġibbli għal dan il-post.

e) ikollu karattru morali tajjeb (l-applikanti li jkunu diġà jinsabu fis-Servizz Pubbliku ta' Malta għandhom jippreżentaw is-*Service and Leave Record Form* (GP47); dawk li jkunu qegħdin japplikaw minn barra s-Servizz Pubbliku ta' Malta għandhom jippreżentaw ċertifikat riċenti tal-kondotta maħruġ mill-Pulizija jew minn xi Awtorità kompetenti oħra mhux aktar minn sitt (6) xhur mid-data ta' din is-sejħa għal applikazzjonijiet u jiddikjaraw jekk qatt kienx jaħdmu mal-Gvern ta' Malta u jagħtu dettalji).

6. Jekk fil-jum meta jagħlqu l-applikazzjonijiet, il-kandidati magħżula ma jkunux uffiċjali pubbliċi fil-kariga, huma jiġu sostantivament maħtura 'Uffiċjali fi Grad 6' u jiġu inkarigati mill-Prim Ministru biex jaqdu d-dmirijiet ta' Kap ta' Skola abbażi ta' *Performance Agreement* ta' tliet snin, li jista' jiġġedded għal perjodi ulterjuri ta' tliet snin.

OR

(iii) be citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate in the Maltese and English Languages;

c) be in possession of in possession of a teacher's warrant and who have not less than four (4) scholastic years service in the grade of Assistant Head of School, Head of Department, or School Counsellor in a licensed school; and

d) Who are in possession of a Post-Graduate Diploma in educational leadership, administration and management, or comparable qualification in these areas, issued by an institution of higher education recognised by the Education Authorities.

Provided that, applicants in possession of the Diploma in Educational Administration and Management of the University of Malta shall be considered eligible to apply for this post.

e) be of good moral character (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form - GP47); those applying from outside the Malta Public Service must produce a recent certificate of conduct issued by the Police or other competent Authority not earlier than six (6) months from the date of this call for applications and state whether they have ever been in Maltese Government service giving details).

6. If on the closing date of the call for applications, the selected candidates are not serving public officers, they will be substantively appointed 'Officers in Grade 6' in the Malta Public Service and details by the Prime Minister for duty as Head of School on the basis of a three-year performance agreement, which may be renewed for further periods of 3 years.

7. L-uffiċjal pubbliku magħżul ikun marbut, sakemm jibqa' fil-kariga ta' Kap ta' Skola, bil-pattijiet u l-kundizzjonijiet tas-servizz li japplikaw għal uffiċjali pubbliċi li jkollhom ħatra sostantiva fis-Servizz Pubbliku ta' Malta.

8. Meta jintemmu żewġ perjodi ta' kariga ta' tliet snin il-wieħed ta' Kap ta' Skola, l-uffiċjal magħżul jinħatar sostantivament bħala 'Uffiċjal fi Grad 6' fis-Servizz Pubbliku ta' Malta.

9. Meta jintemm il-*Performance Agreement* li jkollu/ha bħala Kap ta' Skola, l-uffiċjal magħżul/ha iżomm/iżżomm il-grad sostantiv tiegħu/tagħha u jingħata jaqdi dmirijiet li kemm jista' jkun, ikunu japplikaw skond il-grad sustantiv tiegħu/tagħha.

10. Ħidma mhux sodisfaċenti matul iż-żmien tal-*Performance Agreement* twassal għat-terminazzjoni tal-*Performance Agreement* u, jekk l-uffiċjal ikun/tkun għadu/għada fiż-żmien ta' prova tal-ħatra sustantiva tiegħu/tagħha, għat-terminazzjoni tal-ħatra sustantiva li tirriżulta minn din is-sejħa għall-applikazzjonijiet.

Kundizzjonijiet

11. Il-post ta' Kap ta' Skola fl-2007 għandu s-salarju ta' Lm 7,402 (€17,242.02) per annum li jitla' b'żidiet ta' Lm256 (€596.32) kull sena għal massimu ta' Lm8,938 (€20,819.94) (Skala 6) flimkien ma' l-*allowances* u *bonus* applikabbli.

12. Sakemm mhux ordnat xort'oħra mill-Awtoritijiet ta' l-Edukazzjoni, Kap ta' Skola għandu jservi fl-iskola assenjata lilu/lilha għal ta' lanqas tliet snin skolastiċi. Fi tmien dan il-perjodu tista' ssir applikazzjoni għal Kap fi skola b'popolazzjoni akbar li tikkwalifika għall-*allowance* ogħla.

13. Il-ħatra, li hija soġġetta għal perijodu ta' prova ta' sena, hija fuq bażi *full-time* u soġġetta għar-regolamenti li jirregolaw minn żmien għal żmien is-servizz pubbliku in ġenerali u d-Direttorat ghal Kwalità u *Standards* fl-Edukazzjoni u d-Direttorat għal Servizzi Edukattivi u li tinvolvi l-possibbiltà ta' trasferiment skond l-esiġenzi tas-Servizz Pubbliku ta' Malta.

14. Fil-qadi tad-dmirijiet u l-funzjonijiet huwa mistenni li kap ta' skola jiżviluppa l-għerf, il-kompetenza u l-ħiliet neċessarji sabiex ikun letterat u juża b'mod effettiv it-teknoloġija ta' l-informazzjoni u komunikazzjoni fix-xogħol tiegħu.

Induction* u *Mentoring

15. Il-Kap ta' l-Iskola ikun mgħejjun, imħeġġeġ u ggwidat permezz ta' proċess ta' *induction* u *mentoring* tul is-sena ta'

7. The selected public officers will, during the period of their detailing as Heads of School, be bound by the terms and conditions of service applicable to public officers holding a substantive appointment in the Malta Public Service.

8. On successful completion of two terms of three years each as Heads of School, the selected officers will be appointed substantively 'Officer in Grade 6' in the Malta Public Service.

9. On termination of their performance agreement as Head of School, the selected officers will retain their applicable substantive grade and will be assigned duties which will be, as far as possible, commensurate with their substantive grade.

10. Unsatisfactory performance during the period of the performance agreement will lead to the termination of the performance agreement and, if the officers are still in the probationary period of their substantive appointment, to the termination of the substantive appointment resulting from this call for applications.

Conditions

11. The salary for the posts of Head of School in 2007 will be Lm7,402 (€17,242.02) per annum rising by annual increments of Lm256 (€596.32) per annum to a maximum of Lm8,938 (€20,819.94) (Salary Scale 6) and the applicable allowances and bonuses.

12. Unless otherwise directed by the Education Authorities, Heads of School shall be required to serve in the assigned School for at least three complete scholastic years. Only at the end of this period s/he may apply for a posting of Head of School in a school with a population which qualifies for a higher allowance.

13. The appointment which is subject to a probationary period of one year is on a fulltime basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Directorate for Quality and Standards in Education and the Directorate for Educational Services, and involves liability to transfer according to the exigencies of the Malta Public Service.

14. In the carrying out of their duties and functions, all Heads of School shall be expected to have or to develop the necessary knowledge, competences and skills to be literate in and to be able to make effective use of Information and Communication Technology, according to their post.

Induction and Mentoring

15. Heads of School shall be supported, encouraged and guided by a process of induction and mentoring during the

prova u fi kwalunkwe żmien ieħor li l-awtorità konċernata jidhrilha xieraq. Il-parteċipazzjoni fil-proċess ta' *induction* li jagħmel parti integrali mill-kundizzjonijiet ta' l-impieg ta' Kap ta' Skola, u dan il-programm ta' induction jista' jsir barra mill-ħinijiet ta' l-iskola. Il-proċess ta' *induction* ġeneralment jinfirex matul is-sena ta' prova.

Impieg ta' Persuni b'Diżabilità

16. Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skond l-Artikolu 7 ta' l-Att dwar Opportunitajiet Indaqs (Persuni b'Diżabilità), (Kap. 413), anke jekk ma jkunux jissodisfaw għal kollox il-parametri ta' l-eġibbiltà għall-post. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-post fl-essenza tagħhom, u sakemm ikun hemm qbil minn naħa tal-*Management and Personnel Office* u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

17. Is-sottomissjonijiet skond din il-klawsola għandhom jintbagħtu mal-formola ta' l-applikazzjoni u għandhom ikunu msaħħa b'dokumenti relevanti li jinkludu evidenza dokumentata tar-reġistrazzjoni ta' l-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-parametri kollha ta' l-eliġibbiltà u għaliex huma mistħoqqa kunsiderazzjonijiet speċjali. Il-korrispondenza kollha għandha tigi indirizzata lid-Diviżjoni ta' l-Edukazzjoni u tkun ikkupjata lill-KNPD.

Proċedura ta' Applikazzjoni

18. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, illi kopja tagħhom għandha tkun jew mehmuża ma' l-applikazzjoni jew jintbagħtu separatament lid-Dipartiment konċernat mhux aktar tard minn għaxart ijiem ta' xogħol mid-data ta' l-għeluq. Kopji mgħoddija bl-i*scanner* huma aċċettabbli.

19. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

20. Hija r-responsabbiltà ta' applikanti li jkollhom kwalifiki maħruġa minn Universitajiet barranin/istituzzjonijiet terzjarji, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' kwalifiki maħruġa mill-*Malta Qualifications Recognition Information Centre (MQRIC)* fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża ma' l-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni jkunu jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni, maħruġa mill-awtorità pertinenti, lid-dipartiment riċeventi kif tkun għad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data ta' l-għeluq tas-sejħa għall-applikazzjonijiet.

period of probation and at any other time when superiors may deem necessary. Participation in an induction process shall be an integral condition of employment for all Heads of School and such induction programme may be held outside school hours.. The induction process generally spans the probation year.

Employment of Persons with Disability

16. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for the post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

17. Representations in terms of the previous clause should be attached to the application forms and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the Education Divsion and copied to the NCPD.

Application procedure

18. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

20. It is the responsibility of the applicants, in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Youth and Employment or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications.

21. Bord ta' l-Għażla jintervista l-applikanti li jkunu eliġibbli biex jitqies min ikun adatt għall-post.

22. Oġġezzjonijiet għar-riżultat skond Sezzjoni 1.1.10 tal-*Public Service Management Code* għandhom jiġu sottomessi fi żmien għaxart ijiem (10) ta' xogħol mid-data tal-pubblikazzjoni tal-avviż fil-Gazzetta tal-Gvern.

23. Il-formoli ta' l-applikazzjoni jistgħu jitniżżlu minn dawn il-*websites*:

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf

http://www.mpo.gov.mt/resourcing/downloads/recruitenglish.pdf

http://www.education.gov.mt

jew jinkisbu mis-Sezzjoni tal-*Customer Care*, fid-Diviżjoni ta' l-Edukazzjoni, Floriana jew mill-Uffiċċju ta' l-Edukazzjoni, ir-Rabat, Għawdex.

24. L-applikazzjonijiet flimkien ma' sommarju tal-kwalifiki, esperjenza u informazzjoni oħra miġbura fuq formola apposta li tinkiseb mis-Sezzjoni tal-*Customer Care*, Diviżjoni ta' l-Edukazzjoni, il-Furjana jew mill-Uffiċċju ta' l-Edukazzjoni, ir-Rabat, Għawdex, iridu jintbagħtu lid-Direttur Ġenerali (Edukazzjoni) f'wieħed minn dawn l-indirizzi sa mhux aktar tard minn nofsinhar (Ħin Ewropa Ċentrali) tat-Tnejn, is-27 ta' Awissu, 2007.

25. Applikazzjonijiet li jaslu minn barra minn Malta permezz tal-*fax*, jew xi messaġġ ieħor simili, sa nofsinhar (Ħin Ewropa Ċentrali) ta' nhar it-Tnejn, is-27 ta' Awissu, 2007 jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata mill-applikant trid tasal għand id-Divizjoni ta' l-Edukazzjoni mhux aktar tard minn ġimgħa wara d-data ta' l-għeluq ta' l-applikazzjonijiet u għandha tingħata spjegazzjoni għad-dewmien. (In-numru tal-*fax* tad-Diviżjoni ta' l-Edukazzjoni huwa +356-21 225630).

26. Tingħata rċevuta minnufih għal kull applikazzjoni li titwassal sad-Diviżjoni ta' l-Edukazzjoni.

27. Applikazzjonijiet li jaslu bil-posta għandhom ikunu rreġistrati u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data ta' l-għeluq. Id-Direttur Ġenerali (Edukazzjoni) jibgħat irċevuta bil-posta fi-żmien sebat ijiem għal dawn l-applikazzjonijiet.

Is-27 ta' Lulju, 2007

21. Eligible applicants will be interviewed by a selection board to assess their suitability for the post.

22. Petitions objecting to the result in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of the publication of the result in the Government Gazette.

23. Application forms may be downloaded from the following websites:-

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf

http://www.mpo.gov.mt/downloads/recruitenglish.pdf

http://www.education.gov.mt

or obtained from the Customer Care Section, Education Division, Floriana of from the Education Office, Victoria, Gozo.

24. Applications on the prescribed form, together with a Service and Leave Record Form (GP 47) and a summary of qualifications and experience as per attached European Curriculum Vitae Format will be received in the first instance by the Customer Care Section, Education Division, Floriana or the Education Office, Victoria, Gozo by not later than noon (Central European Time) of Monday, 27th August, 2007.

25. Applications received from abroad through a fax or other similar message by noon (Central European Time) of Monday, 27th August, 2007 may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the Director General (Education) by not later than one week after the closing date together with an explanation for the delay. (The fax number of the Education Division is +356 21 225630).

26. Applications delivered by hand will be acknowledged in writing by the Director General (Education) and a receipt will be given by hand at the time of delivery.

27. Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by the Director General (Education) within seven (7) days.

27th July, 2007

KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Postijiet ta' *Learning Support Assistant (LSA)* fid-Direttorat għal Servizzi Edukattivi

Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet mingħand persuni kwalifikati kif meħtieġ għall-postijiet ta' *Learning Support Assistant (LSA)* fid-Direttorat għal Servizzi Edukattivi.

2.1 Il-post ta' *Learning Support Assistant (LSA)* għandu salarju ta' Lm5,136 (€11,963.66) fis-sena li jitla' b'żidiet ta' Lm152 (€354.06) kull sena sa massimu ta' Lm6,048 (€14,088.05) (Skala 12).

2.2 *Learning Support Assistant (LSA)* jitla' għal skala ta' salarju 10 Lm5,782 (€13,468.44) fis-sena li jitla' b'żidiet ta' Lm175 (€407.64) kull sena sa massimu ta' Lm6,832 (€15,914.28)) wara ħames snin ta' servizz sodisfaċenti fi Skala 12 fi Skejjel Statali.

2.3 Il-ħatra li tkun bi prova għal sena, hija fuq bażi *full-time* u taqa' taħt ir-regoli u r-regolamenti li jkunu fis-seħħ minn żmien għal żmien fis-Servizz Pubbliku ta' Malta kif ukoll regolamenti li jkunu fis-seħħ fid-Direttorat għal Servizzi Edukattivi b'mod partikulari u wieħed jista' jiġi trasferit skond l-esiġenzi tas-Servizz Pubbliku ta' Malta.

3.1 Bħala kundizzjoni integrali u obbligatorja, il-persuni magħżula għandhom jgħaddu minn proċess ta' *induction* u *mentoring* waqt iż-żmien ta' prova fl-ewwel sena ta' impieg u fi kwalunkwe żmien indikat mill-awtoritajiet edukattivi. Il-proċess ta' *induction* jista' jsir barra l-ħin ta' l-iskola.

3.2 Il-konferma ta' impieg wara s-sena bi prova hija soġġetta għal eżitu pożittiv ta' r-rapport magħmul mis-superjur ta' l-impjegat.

4.1 Il-persuni magħżula jistgħu jintbagħtu jagħtu servizz f'Għawdex.

4.2 L-applikanti magħżula għandu jkollhom jew jiżviluppaw l-għerf, il-kompetenza u l-ħiliet neċessarji biex ikunu literati fit-Teknoloġija ta' l-Informazzjoni u l-Komunikazzjoni u li jkunu kapaċi jużawha b'mod effettiv fil-qadi tad-dmirijiet u l-funzjonijiet tagħhom.

5. Id-dmirijiet u r-responsabbiltajiet ta' persuna fil-post ta' *Learning Support Assistant (LSA)* għandhom jinkludu dan li ġej:

a. Għajnuna fit-Tagħlim

(i) tkun ta' għajnuna u jaħdem f'kollaborazzjoni mal-għalliem tal-klassi u ma' kollegi oħrajn. Iggwidat mill-għalliem tal-klassi, tipprovdi għajnuna lit-tfal kollha fil-klassi, b'mod partikulari lit-tfal bi bżonnijiet speċjali. Dan għandu

PUBLIC SERVICE COMMISSION

Posts of Learning Support Assistant (LSA) in the Directorate for Educational Services

The Public Service Commission invites applications from suitably qualified persons for the post of Learning Support Assistant in the Directorate for Educational Services.

2.1 The post of Learning Support Assistant carries a salary of Lm5,136 (€11,963.66) per annum rising by annual increments of Lm152 (€354.06) to a maximum of Lm6,048 (€14,088.05) (Scale 12).

2.2 A Learning Support Assistant will progress to scale 10 Lm5,782 (€13,468.44) per annum rising by annual increments of Lm175 (€407.64) to a maximum of Lm6,832 (€15,914.28)) on completion of five years satisfactory service in Scale 12 in State Schools.

2.3 The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Directorate for Educational Services in particular and involves liability to transfer according to the exigencies of the Malta Public Service.

3.1 As an integral and compulsory condition of employment, selected candidates are to go through an induction and mentoring process during the period of probation in the first year of employment and at any other time the Education Authorities may deem necessary. The induction process may take place outside school hours.

3.2 Confirmation of the appointment at the end of the year of probation is subject to a positive assessment report submitted by the relative superior.

4.1 Selected candidates may be required to perform duties in Gozo.

4.2 Selected candidates are expected to have and / or to develop the necessary knowledge, competence and skills so as to be able to make effective use of Information and Communication Technology in carrying out their duties and functions

5. The duties and responsibilities of a Learning Support Assistant shall include the following:

a. Learning Support

(i) supporting and collaborating with the class teacher and other colleagues. Under the guidance of the class teacher, assisting in the education of all pupils in class, in particular pupils with special educational needs so that their individual

jsir biex ikun assigurat id-dritt tagħhom kurrikulari u jitħarsu l-ħtiġiet tagħhom fit-tagħlim;

(ii) tieħu sehem sħiħ (jipparteċipa) fis-sessjonijiet ta' pjanijiet ta' azzjoni (*Making Action Plans*);

(iii) flimkien mal-għalliem tal-klassi, tiżviluppa u tħaddem il-programm edukattiv individwali (*Individual Education Programme*) billi tadatta l-pjan ta' kull lezzjoni u r-riżorsi;

(iv) tattendi laqgħat dwar il-programm edukattiv individwali (IEP) u dwar il-pjan individwali ta' transizzjoni (ITP);

(v) tirrevedi fuq bażi regolari l-programmi edukattivi individwali (IEPs) inklużi l-irrekordjar u r-rapurtaġġ tal-progress miksub;

(vi) tkun ta' għajnuna għall-għalliem tal-klassi fit-tħejjija u l-kitba tad-dokument ta' programm individwali edukattiv (IEP) tat-tfal fil-klassi li huma kklassifikati bħala studenti bi bżonnijiet speċjali (*statemented*);

(vii) tassisti fit-tħejjija ta' materjal edukattiv u tieħu sehem attiv f'kull parti tal-proċess ta' tagħlim u ta' edukazzjoni fil-klassi taħt id-direzzjoni ta' l-għalliem ta' l-istess klassi;

(viii) b'kollaborazzjoni ma' l-għalliem tal-klassi, tipparteċipa fil-proċess ta' osservazzjoni, assessjar u dokumentazzjoni ta' l-imġiba u tal-progress (*performance*) ta' l-istudenti bi bżonnijiet speċjali;

(ix) tipparteċipa fil-programmi rispettivi u individwali ta' tranżizzjoni hekk kif l-istudent jgħaddi minn livell edukattiv għal ieħor, minn skola għal oħra, mill-iskola għall-post tax-xogħol, jgħaddi lill-*Learning Support Assistant (LSA)* ieħor u lil nies oħra konċernati, kull informazzjoni u kull dokument rilevanti b'mod li jassiguraw transizzjoni bla tfixkil għall-istudent;

(x) f'kollaborazzjoni mal-Koordinaturi ta' l-Edukazzjoni Inklussiva, speċjalisti, ħaddiema fir-riżorsi, għalliema, ġenituri, studenti u nies oħrajn direttament involuti, tippromwovi l-komunità inklussiva ta' dawk li qed jitgħallmu, fejn kull tifel u tifla huma stmati u rrispettati. Dan ikun jinkludi xogħol ta' kollaborazzjoni fl-iskola u ma' aġenzija oħra bħalma huma t-taqsima ta' l-assessjar ta' l-iżvilupp tat-tfal (CDAU – *Child Development Assessment Unit*, iċ-Ċentri ta' Riżorsi, Organizzazzjonijiet mhux Governattivi kif ukoll ambjenti oħra edukattivi u terapewtiċi;

(xi) tieħu sehem f'sessjonijiet ta' idroterapija, dawk multisensorjali, dawk ta' integrazzjoni sensorjali u sessjonijiet oħra fl-iskejjel, fiċ-ċentri ta' riżorsi u ċentri oħra fejn jingħataw dawn is-servizzi, b'mod li jkun assigurat l-aċċess għad-drittijiet edukattivi u personali ta' l-istudenti;

curricular entitlement is ensured and their learning needs are catered for;

(ii) participating fully in Making Action Plans sessions (MAPs);

(iii) together with the class teacher, developing and implementing an Individual Education Programme (IEP) by adapting the lesson plans and resources;

(iv) attending IEP and Individual Transition plan (ITP) meetings;

(v) reviewing IEPs, including recording and reporting progress of such IEP implementation on a regular basis;

(vi) supporting the class teacher to prepare and write the IEP document of every student in class with a statement;

(vii) assisting in the preparation of educational materials and playing an active part in all the components of the instructional and education process in class under the direction of the class teacher;

(viii) in collaboration with the class teacher, participating in the observation, assessment and documentation process of the performance and behaviour of learners;

(ix) participating in the respective individual transition programmes as students move from one educational level to another, from school to school, and from school to work, handing over to the other LSAs and personnel all relevant information and documents so as to ensure a smooth transition for the student;

(x) promoting an inclusive community of learners, in collaboration with Inclusive Education Coordinators, specialists, resource workers, teachers, parents, students and other stakeholders, where all pupils are valued and respected. This will include collaborative work in school and with other agencies, including the Child Development Assessment Unit (CDAU), Resource Centres, NGO's and other educational and therapeutic environments;

(xi) participating in hydrotherapy, multi-sensory, sensory integration and other sessions, in schools, Resource Centres and other centres where such services are available, so as to ensure access to educational and personal entitlements of students;

(xii) tippromwovi f'kull ħin, l-għanijiet, l-*ethos* u l-politika ta' l-iskola, Kulleġġ jew Ċentru ta' Riżorsi fejn ikun jaħdem, kif ukoll jaħdem b'mod attiv bħala membru ta' l-istaff;

(xiii) tassisti fit-tħejjija, it-tixrid u l-użu ta' riżorsi ta' tagħlim waqt li jassiguraw il-manutensjoni tagħhom fil-klassi, fl-iskola u fiċ-ċentri ta' riżorsi;

(xiv) tkun ta' għajnuna għall-istudent/i fl-attivitajiet li jsiru barra mill-iskola u li jinkludu esperjenzi fil-komunità, f'postijiet tax-xogħol, u fi stabbilimenti oħra ta' edukazzjoni ogħla;

(xv) tinkoraġġixxi l-parteċipazzjoni fi proġetti tal-Unjoni Ewropea u fi proġetti oħra skond il-miri tal-pjan edukattiv ta' l-iskola kif maqbul mat-tim maniġerjali ta' iskola.

b. Għajnuna Personali

Tingħata għajnuna lill-istudenti bi bżonnijiet speċjali fir-rigward tal-kura personali u l-ħtiġiet ta' iġjene li tinkludi:

(i) Qadi tal-ħtiġiet personali, tindif u ħasil, li jinkludi t-twassil u l-indokrar tat-tifel jew tifla waqt il-qadi tal-ħtiġiet personali; l-għajnuna meta l-istudent jiġi biex jinża u jilbes qabel u wara li jkun inqeda, tindif, ħasil u l-użu tad-doċċa; tibdil ta' "*sanitary towels*" u ta' ħrieqi ta' inkontinenza.

(ii) Jittieħed ħsieb ta' kull ċaqliq, pożizzjoni u ta' kif wieħed ipoġġi bil-qiegħda f'dan il-qadi li jinkludi wkoll it-tqandil u l-imbuttar ta' l-istudenti fis-siġġu tar-roti/ karozzella, fit-tħaris tar-Regolamenti dwar is-Saħħa u Sigurtà maħruġa taħt l-Att dwar is-Saħħa u Sigurtà fuq il-Post tax-Xogħol u fit-tħaris ta' linji gwida rikonoxxuti internazzjonalment. Il-linji gwida attwali huma kif ġej:

irfigħ/tqandil: sa 27 kilogramm isir minn *Learning Support Assistant* (LSA); irfigħ/tqandil sa 54 kilogramm isir minn żewġ persuni; irfieġħ/tqandil ta' aktar minn 54 kilogramm jista' jsir ukoll permezz ta' *lift* appożitu.

imbuttar tas-siġġjiet tar-roti/karozella: sa 45 kilogramm xi kultant; sa 28 kilogramm ta' spiss; u sa 9 kilogrammi l-ħin kollu ;

(iii) Ikun assigurat il-benefiċċju edukattiv massimu u s-sigurtà ta' l-istudenti individwali f'kull ħin billi tkun ipprovduta lilhom għajnuna waqt l-edukazzjoni fiżika, logħob, ħarġiet u sessjonijiet ta' terapija kif ukoll waqt tmigħ normali fil-waqfiet ta' filgħodu u ta' nofsinhar kif ukoll waqt ħinijiet oħrajn skond il-ħtieġa.

ċ. Dmirijiet marbuta mat-Trasport

Bla ħsara għall-obbligi li s-sid u s-sewwieq tal-vettura konċernata għandhom dwar il-ħarsien u s-sigurtà tal-passiġġieri, kif ukoll fl-osservanza tal-liġi u r-regolamenti relatati ma transport, il-*Learning Support Assistant* jista' jkun

(xii) promoting at all times the aims, ethos and policies of the school, College or Resource Centre deployed in, and actively working as a member of the staff team;

(xiii) assisting in the preparation, dissemination and use of teaching resources ensuring their upkeep in class, school and Resource Centres;

(xiv) supporting student/s during activities held outside the school premises including experiences in the community, work places; other further and higher educational establishments.

(xv) encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team.

b. Personal Support

Supporting students with special needs in their personal care and hygiene needs including:

(i) Toileting – cleaning and washing, including accompanying the child to the toilet; undressing and dressing; cleaning, washing and showering; and changing of sanitary towels and incontinence pads.

(ii) Seeing to the mobility, posture and seating needs, including lifting pupils and pushing pupils in wheelchairs/ buggy according to the Health and Safety Regulations issued under the Health and Safety Authority Act taking into consideration international guidelines: The present guidelines shall be:

lifting: up to 27 kilograms shall be undertaken by one Learning Support Assistant; lifting up to 54 kilograms shall be undertaken by 2 persons; beyond 54 kilograms, a mechanical lift is to be used;

pushing wheelchairs/buggy: up to 45 kilograms occasionally; up to 28 kilograms frequently; and up to 9 kilograms as necessary;

(iii) Ensuring the maximum educational benefit and safety for individual students at all times by providing them with assistance during physical education, games, excursions and therapy sessions, as well as normal feeding during mid-morning and mid-day breaks and at other times as required.

c. Transport-related Duties

Without prejudice to the obligations of the owner and driver of the vehicle concerned regarding the safety of passengers and the full observance of the law and regulations related to transport matters, a Learning Support Assistant may be

meħtieg li jwettaq dmirijiet relatati mat-trasport jekk dan ikun indikat fid-dikjarazzjoni dwar l-istudent, jew mill-Kap ta' l-Iskola jew awtoritajiet oħra kompetenti F'dawn il-każi, il-*Learning Support Assistant II* (LSA II) għandu:

(i) jassisti lill-istudent meta jitla' u jinżel mill-vettura, u fil-każ ta' studenti li qegħdin f'siġġu tar-roti jew karozzella, jagħmel dawk il-kontrolli meħtieġa fuq l-istess siġġu tar-roti/karozzella u fuq il-passiġġier għall-ħarsien u s-sigurtà waqt il-vjaġġ;

(ii) iwettaq dmirijiet ta' sorveljanza marbuta mat-trasport lejn u mill-iskola meta huwa meħtieġ transport ta' studenti waqt il-ħinijiet normali ta' iskola; dmirijiet ta' sorveljanza mwettqa barra l-ħinijiet ta' iskola jiġu remunerati skond ir-rati stabbiliti.

5. Sal-ħin u d-data ta' l-għeluq ta' din is-sejħa għall-applikazzjonijiet l-applikanti jridu:

(a) (i) ikunu ċittadini ta' Malta;

JEW

(ii) ċittadini ta' Stat ieħor Membru ta' l-Unjoni Ewropea;

JEW

(iii) ikunu ċittadini ta' pajjiżi oħra li għalihom japplikaw id-dispożizzjonijiet ta l-UE dwar il-moviment ħieles tal-persuni (f'kaz ta' diffikultà dwar dawk il-pajjizi li għalihom japplikaw id-dispożizzjonijiet ta' l-UE għandu jigi kkonsultat il-Ministeru ta' l-Affarijiet Barranin);

JEW

(iv) il-konjuġi u tfal anki jekk huma ċittadini ta' pajjiż terz, ta' dawk il-persuni msemmija f'(i), (ii) u (iii) hawn fuq, sakemm huma eliġibbli li jaħdmu f'Malta skond leġiżlazzjoni eżistenti. Dan għandu jkun stabbilit fuq il-parir tad-Direttur, Dipartiment taċ-Ċittadinanza u *Expatriates*, Ministeru tal-Ġustizzja u l-Intern

Il-ħatra ta' kandidati msemmija f'(ii), (iii), (iv) hawn fuq hija soġġetta għall-ħruġ ta' liċenza tax-xogħol f'dawk il-każijiet fejn din hija meħtieġa skond l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja.

(b) ikollhom id-*Diploma* fl-Edukazzjoni Inklussiva maħruġa mill-Università ta' Malta jew kwalifika komparabbli;

(ċ) ikunu kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

(d) ikunu ta' karattru morali tajjeb (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta għandhom jippreżentaw il-formola tas-*Service and Leave Record Form* (GP 47); filwaqt li dawk li japplikaw minn barra jridu

required to carry out transport-related duties should the requirement be indicated by the statement or by the Head of School or other competent authorities. In such cases, the Learning Support Assistant shall:

(i) assist in the boarding and un-boarding of pupils on and off the transport vehicle and, in the case of students who are wheelchair/buggy users, put on the restraints on the wheelchair/buggy and also put on the passenger restraint on the students to ensure safety during transportation;

(ii) carry out transport supervision duties to and from school when the transport of pupils during normal school hours is necessary; supervision duties carried out outside school hours shall be remunerated at the established rates.

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

(a) (i) citizens of Malta;

OR

(ii) citizens of another European Union Member State;

OR

(iii) citizens of other countries to which the EU provisions -on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

(b) in possession of a Diploma in Inclusive Education awarded by the University of Malta or a comparable qualification;

(c) able to communicate in the Maltese and English languages;

(d) of good moral character (applicants who are already in the Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside must produce a recent Certificate of conduct issued by the Police or other

jippreżentaw ċertifikat riċenti tal-kondotta maħruġ mill-Pulizija jew minn awtorità oħra kompetenti mhux aktar minn sitt (6) xhur qabel id-data ta' din is-sejħa, u jindikaw jekk qatt kinux impjegati fis-Servizz Pubbliku ta' Malta, u jagħtu dettalji);

6. Applikanti jridu joqogħdu għal intervista minn Bord ta' Għażla biex jiżgura kemm huma adatti għall-ħatra.

7. Applikanti magħżula jridu joqogħdu għal eżami mediku biex jiġi żgurat li huma adatti għal dan il-post.

8.1 Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skond l-Artikolu 7 ta' l-Att dwar Opportunitajiet Indaqs (Persuni b'Diżabilità), (Kap. 413), anke jekk ma jkunux jissodisfaw għal kollox il-parametri ta' l-eliġibbiltà għall-post. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-post fl-essenza tagħhom, u sakemm ikun hemm qbil minnaħa tal-*Management and Personnel Office* u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

8.2 Is-sottomissjonijiet skond il-klawsola preċendenti għandhom jintbagħtu mal-formola ta' l-applikazzjoni u għandhom ikunu msaħħa b'dokumenti relevanti li jinkludu evidenza dokumentata tar-reġistrazzjoni ta' l-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-parametri kollha ta' l-eliġibbiltà u għaliex huma mistħoqqa kunsiderazzjonijiet speċjali. Il-korrispondenza kollha għandha tigi indirizzata lid-Diviżjoni riċeventi u tkun ikkupjata lill-KNPD.

9.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, illi kopja tagħhom għandha tkun jew mehmuża ma' l-applikazzjoni jew jintbagħtu separatament lid-Dipartiment konċernat mhux aktar tard minn għaxart ijiem ta' xogħol mid-data ta' l-għeluq. Kopji mgħoddija bl-i*scanner* huma aċċettabbli.

9.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

9.3 Hija r-responsabbiltà ta' applikanti li jkollhom kwalifiki maħruġa minn Universitajiet barranin/istituzzjonijiet terzjarji, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' kwalifiki maħruġa mill-Malta Qualifications Recognition Information Centre (MQRIC) fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża ma' l-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni jkunu jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni, maħruġa mill-awtorità pertinenti, lid-dipartiment riċeventi kif tkun għad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data ta' l-għeluq tas-sejħa għall-applikazzjonijiet.

10.1 Bord ta' l-Għażla jintervista l-applikanti li jkunu

competent authority not earlier than six (6) months from the date of this call for applications and state whether they have ever been in the Maltese Government Service, giving details);

6. Eligible applicants will be interviewed by a Selection Board to ascertain their suitability for the post.

7. Selected applicants will be medically examined to ascertain that they are fit for the post.

8.1 Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for the post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

8.2 Representations in terms of the previous clause should be attached to the application forms and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the Directorate for Educational Services and copied to the NCPD.

9.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

9.3 It is the responsibility of applicants in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Youth and Employment or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications.

10.1 Eligible applicants will be interviewed by a selection

eliġibbli biex jitqies min ikun adatt għall-post.

10.2 Ir-riżultat ta' l-intervisti jiġi ppubblikat mill-Kummissjoni dwar is-Servizz Pubbliku u jiġi esibit fuq in-*notice-board* ta' l-Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku u dik tad-Direttorat għal Servizzi Edukattivi.

10.3 Avviż dwar il-ħruġ tar-riżultat jiġi ppubblikat fil-Gazzetta tal-Gvern u jitniżżel ukoll mill-*website* tal-Kummissjoni dwar is-Servizz Pubbliku fuq http://www.psc.gov.mt. Joħroġ ukoll avviż fil-*media* lokali.

10.4 Oġġezzjonijiet għar-riżultat skond Sezzjoni 1.1.10 tal-*Public Service Management Code* għandhom jiġu sottomessi fi żmien għaxart ijiem (10) ta' xogħol mid-data tal-pubblikazzjoni tan-notifika fil-Gazzetta tal-Gvern.

11. Il-formoli ta' l-applikazzjoni jistgħu jitnizzlu minn dawn il-*websites:*-

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf

http://www.mpo.gov.mt/resourcing/downloads/recruitenglish.pdf

http://www.education.gov.mt

jew jinkisbu mis-Sezzjoni tal-*Customer Care*, fid-Diviżjoni ta' l-Edukazzjoni, Floriana jew mill-Uffiċċju ta' l-Edukazzjoni, ir-Rabat, Għawdex.

12. L-applikazzjonijiet flimkien ma' sommarju tal-kwalifiki, esperjenza u informazzjoni oħra miġbura fuq formola apposta li tinkiseb mis-Sezzjoni tal-*Customer Care*, Diviżjoni ta' l-Edukazzjoni, il-Furjana jew mill-Uffiċċju ta' l-Edukazzjoni, ir-Rabat, Għawdex, iridu jintbagħtu lid-Direttur Ġenerali (Edukazzjoni) f'wieħed minn dawn l-indirizzi sa mhux aktar tard minn nofsinhar (Ħin fl-Ewropa Ċentrali) it-Tnejn, is-27 ta' Awissu, 2007.

13. Applikazzjonijiet li jaslu minn barra minn Malta permezz tal-*fax*, jew xi messaġġ ieħor simili, sa nofsinhar (Ħin fl-Ewropa Ċentrali) ta nhar it-Tnejn, 27 ta' Awissu, 2007 jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata mill-applikant trid tasal għand id-Direttur Ġenerali (Edukazzjoni) mhux aktar tard minn ġimgħa wara d-data ta' l-għeluq ta' l-applikazzjonijiet u għandha tingħata spjegazzjoni għad-dewmien. (In-numru tal-*fax* tad-Diviżjoni ta' l-Edukazzjoni huwa +356-21 225630).

14. (a) Tingħata rċevuta minnufih għal kull applikazzjoni fil-ħin li titwassal bl-idejn.

(b) Applikazzjonijiet mibgħuta bil-posta għandhom ikunu rreġistrati u għandhom jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data ta' l-għeluq. Id-Direttur Ġenerali (Edukazzjoni) jibgħat irċevuta bil-posta fi żmien sebat ijiem għal dawn l-applikazzjonijiet.

Is-27 ta' Lulju, 2007

board to assess their suitability for the post.

10.2 The result of the interviews will be published by the Public Service Commission and exhibited on the notice-board of the Office of the Public Service Commission and that of the Education Division.

10.3 A notification of the issue of the result will be duly published in the Government Gazette and will also appear on the website of the Public Service Commission where it may be accessed at http://www.psc.gov.mt. A press notice will also be issued to all local media organizations.

10.4 Petitions objecting to the result in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of the publication of the notification in the Government Gazette.

11. Application forms may be downloaded from the following websites:-

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf

http://www.mpo.gov.mt/resourcing/downloads/recruitenglish.pdf

http://www.education.gov.mt

or obtained from the Customer Care Section, Education Division, Floriana or from the Education Office, Victoria, Gozo.

12. Applications, together with a summary of qualifications, experience and other information tabulated on a special form, obtainable from the Customer Care Section, Education Division, Floriana or from the Education Office, Victoria, Gozo, are to be submitted to the Director General (Education) at either address by not later than noon (Central European Time) of Monday, 27th August 2007.

13. Applications received from abroad through a fax, or other similar message, by noon (Central European Time) of Monday, 27th August, 2007 will be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the Director General (Education) by not later than one week after the closing date together with an explanation for the delay. (The fax number of the Education Division is +356-21 225630).

14. (a) Applications delivered by hand will be acknowledged and a receipt will be given at the time of delivery.

(b) Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by the Director General (Education) within seven days.

27th July, 2007

KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Reklutaġġ ta' Diretturi fid-Direttorat għall-Kwalità u *Standards* fl-Edukazzjoni (DKSE)

Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet għall-ħatra ta' professjonisti kompetenti u kwalifikati li jkollhom l-abbiltà li jaqdu d-dmirijiet ta' Diretturi fid-Direttorat għal Kwalità u *Standards* fl-Edukazzjoni (DKSE).

2. Il-funzjonijiet tad-DKSE jinsabu stabbiliti bl-Att dwar l-Edukazzjoni (kif emendat bl-Att XIII ta' l-2006) li jidher fis-sit elettroniku www.education.gov.mt.

3. Il-missjoni tad-DKSE hi li jirregola, jistabbilixxi, jissorvelja u jiżgura *standards* u kwalità fil-programmi u s-servizzi edukattivi f'livell ta' edukazzjoni obbligatorja provdut minn skejjel Statali u dawk mhux Statali.

4. L-applikanti magħżula jkunu assenjati ma' wieħed minn żewġ dipartimenti li jaqgħu taħt it-tmexxija tad-Direttur Ġenerali, DKSE. Iż-żewġ dipartimenti huma:

Tmexxija tal-Kurrikulum u *e-Learning*
Assigurazzjoni ta' Kwalità

5. Il-kandidati li jiġi magħżula jinħatru fil-grad sustantiv ta' 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta u, bħala tali, jkun uffiċjali pubbliċi anzjani Il-ħatra tkun soġġetta għal żmien ta' prova ta' sentejn.

6. Jekk fil-jum meta jagħlqu l-applikazzjonijiet, il-kandidati magħżula:

a) Ikunu uffiċjali pubbliċi fil-kariga li sostantivament diġà jkunu jinsabu fi grad ekwivalenti għal jew ogħla minn Grad 5, huma jibqgħu jżommu l-grad sustantiv tagħhom;

b) ikunu uffiċjali pubbliċi fil-kariga li jkollhom ħatra sostantiva fi grad taħt Grad 5, huma jiġu sostantivament maħtura Uffiċjali fi Grad 5;

ċ) ikunu uffiċjali pubblici fil-kariga li jkunu jokkupaw pożizzjoni kontrattwali fis-Servizz Pubbliku ta' Malta u ma jkollhomx kariga sustantiva fis-Servizz Pubbliku ta' Malta, huma jiġu maħtura sostantivament 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta.

d) ma jkunux uffiċjali pubblici fil-kariga, huma jiġu sostantivament maħtura 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta.

7. Meta jinħatru bħala 'Uffiċjali fi Grad 5', l-uffiċjali pubbliċi magħżula jiġu inkarigati mill-Prim Ministru biex jaqdu d-dmirijiet ta' Diretturi fid-DKSE abbażi ta'

PUBLIC SERVICE COMMISSION

Engagement of Directors in the Directorate for Quality and Standards in Education (DQSE)

The Public Service Commission invites applications for the appointment of suitably qualified and competent educators capable of performing duties as Directors in the Directorate for Quality and Standards in Education (DQSE).

2. The full functions of the DQSE are established by the Education Act (as amended by Act XIII of 2006) which may be consulted on www.education.gov.mt.

3. The mission of the DQSE is to generally regulate, establish, monitor and assure standards and quality in the programmes and educational services at the compulsory level of education provided by state and non-state schools.

4. Each of the selected candidates will be assigned to one of the two departments under the leadership of Director General, DQSE. The two departments are:

Curriculum Management and e-Learning
Quality Assurance

5. The selected candidates will be appointed substantively 'Officers in Grade 5' in the Malta Public Service and, as such, will be senior public officers. The appointment will be subject to a two-year probationary period.

6. If on the closing date of the call for applications, the selected candidates are:

a) serving public officers who are already substantively in a grade equivalent to or above Grade 5, they will retain their higher substantive grade;

b) serving public officers who hold a substantive appointment in a Grade below Grade 5, they will be substantively appointed Officers in Grade 5;

c) serving public officers who occupy a contractual position in the Malta Public Service and do not hold a substantive post in the Malta Public Service, they will be substantively appointed 'Officers in Grade 5' in the Malta Public Service.

d) not serving public officers, they will be substantively appointed 'Officers in Grade 5' in the Malta Public Service.

7. On appointment as 'Officers in Grade 5', the selected public officers shall be detailed by the Prime Minister for duty as Directors in the DQSE on the basis of a three-year

Performance Agreement ta' tliet snin, li jista' jiġġedded għal perjodi ulterjuri ta' tliet snin.

8. Direttur fid-DKSE jirċievi salarju bażiku li jkun ekwivalenti għal dak li japplika fl-Iskala tas-Salarju 4 fis-Servizz Pubbliku ta' Malta, bħalissa Lm10,811 (€25,182.86) fis-sena. Il-pakkett ta' remunerazzjoni totali jista' madankollu jiġi aġġustat biex ikun jirrifletti l-kwalifiki jew esperjenza ppruvata li jkunu aktar minn dawk meħtieġa f'dan l-avviż. L-aġġustament ikun japplika għall-kandidat magħżul irrispettivament minn jekk hu/hi kinx uffiċjal pubbliku fid-data ta' l-għeluq tas-sejħa għal applikazzjonijiet.

9. Il-*Performance Agreement* ikun jinkludi *performance bonus* u dan il-jedd ikun soġġett għall-istess proċedura ta' reviżjoni ta' ħidma, kriterji u arranġamenti oħra skond ma japplikaw għal uffiċjali li jinħatru f'pożizzjoni ta' Kapijiet fis-Servizz Pubbliku ta' Malta.

10. L-uffiċjali pubbliċi magħżula jkunu marbuta, sakemm jibqgħu fil-kariga ta' Direttur fid-DKSE, bil-pattijiet u l-kundizzjonijiet tas-servizz li japplikaw lill-uffiċjali pubbliċi li jkollhom ħatra sustantiva fis-Servizz Pubbliku ta' Malta.

11. Meta jintemmu żewġ perjodi ta' kariga ta' tliet snin il-wieħed ta' Direttur fid-DKSE, l-uffiċjali magħżula jinħatru sostantivament bħala 'Uffiċjal fi Grad 4' fis-Servizz Pubbliku ta' Malta.

12. Meta jintemm il-*Performance Agreement* li jkollhom bħala Direttur fid-DKSE, l-uffiċjali magħżula jżommu l-grad sustantiv tagħhom u jingħataw jaqdi dmirijiet li kemm jista' jkun, ikunu skond il-grad sostantiv tagħhom.

13. Ħidma mhux sodisfaċenti matul iż-żmien tal-*Performance Agreement* twassal għat-terminazzjoni tal-*Performance Agreement* u, jekk l-uffiċjali ikun għadhom fiż-żmien ta' prova tal-ħatra sostantiva tiegħu, twassal għat-terminazzjoni tal-ħatra sostantiva li tirriżulta minn din is-sejħa għall-applikazzjonijiet.

14. Il-kwalitajiet mixtieqa f'dawn il-pożizzjonijiet huma dawk ta' edukaturi entużjasti u b'esperjenza, li jkollhom xhieda ta' ħila fid-direzzjoni u li jimmotivaw lill-impjegati tagħhom jilħqu l-miri u l-i*standards* stabbiliti. Il-kandidati magħżula għandhom ikunu mexxejja bl-abbiltà li jġibu bidla u li jikkomunikaw b'mod effettiv f'kull livell. Il-kandidati magħżula għandu jkollhom l-ħila li janalizzaw, jinterpretaw u jevalwaw statistika u informazzjoni dettaljata, li jifhmu kif u għaliex l-istudent jilħaq jew ma jilħaqx il-miri stabbiliti, u li jkunu kapaċi jiżviluppaw strateġiji u programmi li jkollhom bħala mira ewlenija titjib fil-kwalità tal-proċess edukattiv. Il-kandidati magħżula jridu jkunu kapaċi jmexxu u jaħdmu f'tim, u jkollhom viżjoni ċara bil-ħila li jimmottivaw lill-oħrajn u jwasslu għall-implimentazzjoni ta' ideat fil-kuntest tal-Qafas

performance agreement, which may be renewed for further periods of 3 years.

8. Directors in the DQSE will receive a basic salary equivalent to that attached to Salary Scale 4 in the Malta Public Service, currently Lm10,811p.a.(€25,182.86). The total remuneration package may however be adjusted to reflect qualifications or proven experience that go beyond those required in this call. The adjustment will be applicable to the selected candidate irrespective of whether he/she was a public officer on the closing date of the call for applications.

9. The Performance Agreement will include a performance bonus and this entitlement will be subject to the same performance review procedure, criteria and other arrangements applicable to officers who are appointed to a Headship position in the Malta Public Service.

10. The selected public officers will, during the period of their detailing as Directors in the DQSE, be bound by the terms and conditions of service applicable to public officers holding a substantive appointment in the Malta Public Service.

11. On successful completion of two terms of three years each as Directors of the DQSE, the selected officers will be appointed substantively 'Officer in Grade 4' in the Malta Public Service.

12. On termination of their performance agreement as Directors in the DQSE, the selected officers will retain their applicable substantive grade and will be assigned duties which will be, as far as possible, commensurate with their substantive grade.

13. Unsatisfactory performance during the period of the performance agreement will lead to the termination of the performance agreement and, if the officers are still in the probationary period of their substantive appointment, to the termination of the substantive appointment resulting from this call for applications.

14. The qualities being sought for each of these positions are those of an enthusiastic and experienced educator, who has a proven track record in directing and motivating staff to achieve identified targets and standards. The successful candidates shall be professional leaders and must have an ability to manage change and communicate effectively at all levels. Selected candidates must be able to analyse, interpret and evaluate complex statistical data and information, have an ability to understand how and why learners achieve or fail to achieve and develop strategies and programmes aimed at improving the quality of educational provision. Selected applicants must be able to lead and work in a team, as well as have a strong vision with the ability to motivate others and implement ideas in the context of the National Curriculum

tal-Kurrikulum Nazzjonali. Id-Diretturi fid-DKSE għandhom jaħdmu biex itejbu l-kwalità tal-proċess edukattiv u għandhom ikunu kapaċi li jaħdmu flimkien biex iniedu u jimplimentaw programmi u proġetti edukattivi li jtejbu l-kwalità tat-tagħlim. Diretturi fid-DKSE huma mistennija li jkollhom ħiliet li jiżviluppaw u jsostnu spettorat edukattiv b'saħħtu li jwassal għal titjib ta' l-edukazzjoni fil-klassi. Esperjenza fil-qasam ta' l-iżvilupp tal-kurrikulum u *e-learning,* fl-implimentazzjoni ta' sistemi ta' assigurazzjoni u verifika ta' kwalità, kif ukoll konoxxenza tal-leġislazzjoni fil-qasam ta' l-edukazzjoni huma kkunsidrati bħala vantaġġ. Il-kandidati magħżula jkollhom bżonn juru etos korporattiv u li kapaċi jilħqu *standards* għoljin. Dawn il-kandidati għandhom ikunu edukaturi proattivi, li b'motivazzjoni kapaċi jiżviluppaw u jwettqu l-kurrikulum u jassiguraw li dan jaqdi l-bżonnijiet ta' l-istudent. Permezz ta' *performance management,* il-kandidati magħżula għandhom jippromwovu kultura ta' titjib kontinwu, u jaħdmu ma' l-iskejjel kollha tal-Kulleġġ bħala parti minn tim ta' tmexxija li huwa produttiv u kooperativ.

15. Sal-ħin u d-data ta' l-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom:

a) (i) ikunu ċittadini ta' Malta;

JEW

(ii) ikunu ċittadini ta' Stat Membru ieħor ta' l-Unjoni Ewropea;

JEW

(iii) ikunu ċittadini ta' pajjiżi oħra li dwarhom ikunu japplikaw id-dispożizzjonijiet ta' UE fuq il-moviment liberu ta' persuni (f'każ ta' diffikultà dwar il-pajjiżi li għalihom japplikaw id-dispożizzjonijiet ta' l-UE għandu jiġi kkonsultat il-Ministru ta' l-Affarijiet Barranin);

JEW

(iv) ikunu l-konjugi u t-tfal, ukoll jekk dawn ikunu ċittadini ta' pajjiżi terzi, ta' xi persuna minn dawk imsemmija fil-paragrafi (i), (ii) u (iii) hawn qabel, sakemm dawn ikunu jistgħu jaħdmu f'Malta taħt leġiżlazzjoni kurrenti. Dan għandu jiġi deċiż bil-parir tad-Direttur taċ-Ċittadinanza u Affarijiet dwar *Expatriates,* fil-Ministeru tal-Ġustizzja u l-Intern.

Il-ħatra ta' kandidati msemmija fil-paragrafi (ii), (iii) u (iv) hawn qabel tkun teħtieġ il-ħruġ ta' liċenza ta' l-impiegi sakemm dan ikun meħtieġ taħt l-Att dwar l-Immigrazzjoni u liġijiet sussidjarji.

b) ikunu kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

ċ) ikollhom:

Framework. The Directors in the DQSE will work towards the improvement of quality in educational provision and will be able to work collaboratively to initiate and deliver measurable improvements to the quality of teaching and learning. The Directors in the DQSE will be expected to have skills to develop and maintain a strong education inspectorate that will improve the quality of education provided in the classroom. Experience of developing curricula and e-learning, implementing quality systems, audit procedures and monitoring processes and/or knowledge of related legislation in the field of education would be advantageous. Selected applicants will need to demonstrate a strong corporate ethos and accordingly high standards we need proactive, motivational individuals to lead and develop the curriculum, ensuring it matches students' requirements. Through performance management the selected Directors will promote a continuous improvement culture, working across schools and Colleges as part of the productive and co-operative education leadership team.

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

a) (i) be citizens of Malta;

OR

(ii) be citizens of another European Union Member State;

OR

(iii) be citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate in the Maltese and English languages;

c) be in possession of:

(i) *Warrant* Permanenti ta' Għalliem;

(ii) mill-inqas kwalifika fit-tagħlim rikonoxxuta jew Grad bl-Unuri fl-Edukazzjoni. Jingħata rikonoxximent kif imiss waqt il-proċeduri ta' l-għażla lill-persuni li jkollhom grad ta' *Masters* jew Dottorat fil-qasam ta' l-edukazzjoni;

d) ikollhom:

(i) il-kwalifiki meħtieġa, kapaċitajiet, atitudni u esperjenza biex imexxu b'mod effettiv u jimmaniġġaw is-settur assenjat lilhom fi ħdan id-DQSE. Min japplika għandu jkun jifhem b'mod eċċellenti kif il-kurrikulu, il-programmi edukattivi u s-servizzi jikkontribwixxu għal riżultati aħjar għall-istudenti kollha.

(ii) esperjenza, inkluża l-esperjenza fit-tagħlim u f'karigi ta' responsabbiltà fil-qasam ta' l-edukazzjoni;

(iii) ikunu jidentifikaw u jifhmu sewwa l-isfidi li s-soċjetà u l-ekonomija ta' l-għerf qegħdin jippreżentaw lis-sistemi edukattivi;

(iv) ħiliet tajba ħafna fil-komunikazzjoni u dawk interpersonali, partikolarment fl-oratorija pubblika, kitba ta' rapporti u ICT;

e) ikunu ta' karattru morali tajjeb (l-applikanti li jkunu diġà jinsabu fis-Servizz Pubbliku ta' Malta għandhom jippreżentaw is-*Service and Leave Record Form* (GP47); filwaqt li dawk li jkunu qegħdin japplikaw minn barra s-Servizz Pubbliku ta' Malta għandhom jippreżentaw ċertifikat riċenti tal-kondotta maħruġ mill-Pulizija jew minn xi Awtorità kompetenti oħra li ma tkunx aktar minn sitt (6) xhur mid-data ta' din is-sejħa għal applikazzjonijiet u jiddikjaraw jekk qatt kinux jaħdmu mal-Gvern ta' Malta, u jagħtu dettalji).

16. Il-proċedura ta' l-għażla, li tkun tikkonsisti f'intervista intensiva ssir minn bord ta' l-għażla li jiġi approvat mill-Kummissjoni dwar is-Servizz Pubbliku.

17. Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skond l-Artikolu 7 ta' l-Att dwar Opportunitajiet Indaqs (Persuni b'Diżabilità), (Kap. 413), anke jekk ma jkunux jissodisfaw għal kollox il-parametri ta' l-eliġibbiltà għall-pożizzjoni. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-pożizzjoni fl-essenza tagħhom, u sakemm ikun hemm qbil min-naħa tal-Management and Personnel Office u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

18. Is-sottomissjonijiet skond klawsola 17 għandhom jintbagħtu mal-formola ta' l-applikazzjoni u għandhom ikunu msaħħa b'dokumenti relevanti li jinkludu evidenza dokumentata tar-reġistrazzjoni ta' l-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-

(i) a Permanent Teacher's Warrant;

(ii) at least a recognized teaching qualification or an Honours Degree of Bachelor in Education. Due recognition will be given during the selection process to persons in possession of a Masters or a Doctorate degree in the field of education;

d) have:

(i) the necessary qualifications, skills, attitude and experience to effectively lead and manage the sector assigned to him/her within the DQSE. A complete understanding of how the curriculum, educational programmes and services contribute to better outcomes for all students is a must.

(ii) experience, including teaching experience and experience in senior roles of responsibility in the education field;

(iii) sound knowledge and understanding of the challenges that the knowledge society and economy are presenting to educational systems;

(iv) strong communication and interpersonal skills, particularly in public speaking, report-writing and ICT.

e) be of good moral character (applicants who are already in the Malta Public Service must produce a Malta Public Service and Leave Record Form - GP47); those applying from outside the Malta Public Service must produce a recent certificate of conduct issued by the Police or other competent Authority not earlier than six (6) months from the date of this call for applications and state whether they have ever been in the Maltese Government Service giving details).

16. The selection process, in the form of a rigorous interview, will be conducted by a selection board to be approved by the Public Service Commission.

17. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for this position provided they can carry out, in essence, the duties related to the position and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

18. Representations in terms of clause 17 should be attached to the application forms and supported with relevant documents, which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given by the applicant to substantiate the lack of full eligibility requirements and to state why reasoned considerations are

parametri kollha ta' l-eliġibbiltà u għaliex huma mistħoqqa kunsiderazzjonijiet speċjali. Il-korrispondenza kollha għandha tiġi indirizzata lis-Segretarju Permanenti Prinċipali fl-Uffiċċju tal-Prim Ministru u tkun ikkupjata lill-KNPD.

19. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, illi kopja tagħhom għandha tkun jew mehmuża ma' l-applikazzjoni jew jintbagħtu separatament lid-Dipartiment konċernat mhux aktar tard minn għaxart ijiem ta' xogħol mid-data ta' l-għeluq. Kopji mgħoddija bl-i*scanner* huma aċċettabbli.

20. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

21. Hija r-responsabiltà ta' applikanti li jkollhom kwalifiki maħruġa minn Universitajiet barranin/istituzzjonijiet terzjarji, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' kwalifiki maħruġa mill-Malta Qualifications Recognition Information Centre (MQRIC) fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża ma' l-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni jkunu jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni, maħruġa mill-awtorità pertinenti, lid-dipartiment riċeventi kif tkun għad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data ta' l-għeluq tas-sejħa għall-applikazzjonijiet.

22. Petizzjonijiet skond m'hemm fl-Artiklu 1.1.10 tal-*Public Service Management Code* jistgħu jiġu ppreżentati fi żmien għaxart (10) ijiem tax-xogħol mid-data tar-riżultat.

23. Kull min għandu nteress għandu jippreżenta l-applikazzjoni tiegħu bil-miktub lis-Segretarju Permanenti, Ministeru għall-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju l-Kbir, il-Furjana VLT 2000, fuq il-formola apposta ta' l-applikazzjoni. Flimkien ma' l-applikazzjonijiet għandu jkun hemm *curriculum vitae* (li għandu jinkludi lista ta' kwalifiki li l-applikant ikollu) u Skeda tas-Servizz fil-każ ta' Uffiċjali Pubbliċi. Id-data ta' l-għeluq sa meta jistgħu jaslu l-applikazzjonijiet hi nofsinhar (Ħin Ewropa Ċentrali) tat-Tnejn, is-27 ta' Awissu, 2007.

24. Il-formoli ta' l-applikazzjoni jistgħu jitniżżlu minn dawn is-siti elettroniċi li ġejjin:

http://doi.gov.mt/EN/employment_opp/recruitenglish.pdf

http://www.mpo.gov.mt/downloads/recruitenglish.pdf

http://www.education.gov.mt

jew jinkisbu mis-sezzjoni tal-*Customer Care,* Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju l-Kbir, il-Furjana VLT 2000.

25. Applikazzjonijiet li jaslu minn barra minn Malta

merited. All correspondence is to be addressed to the Principal Permanent Secretary, Office of the Prime Minister, Auberge de Castille, Valletta, VLT 2000 and to the NCPD.

19. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

21. It is the responsibility of applicants, in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Youth and Employment. A copy of the said statement issued by the MQRIC, or the designated authority in case of warrants, should be attached to the application, with the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the report to the receiving department as soon as it becomes available and in any case by not later than one month from the closing date of the call for applications.

22. Petitions in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of the result.

23. Interested applicants should submit their applications by writing to the Permanent Secretary, Ministry of Education, Youth and Employment Floriana, VLT 2000 on the appropriate form. Applications should be accompanied by a curriculum vitae (which should include a list of qualifications held by the applicant) and a Schedule of Service in the case of Public Officers. The closing date for the receipt of applications is noon (Central European Time) of Monday, 27th August, 2007.

24. Application forms may be either downloaded from the following websites:

http://doi.gov.mt/EN/employment_opp/recruitenglish.pdf

http://www.mpo.gov.mt/downloads/recruitenglish.pdf

http://www.education.gov.mt

or obtained from the Customer Care Section, Ministry of Education, Youth and Employment, Great Siege Road, Floriana VLT 2000.

25. Applications received from abroad through a fax,

permezz ta' *fax, e-mail* jew xi mezz ieħor sa nofsinhar (Ħin Ewropa Ċentrali) tat-Tnejn, is-27 ta' Awissu, 2007 jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata mill-applikant trid tasal għand is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju l-Kbir, il-Furjana VLT 2000 sa mhux iżjed tard minn ġimgħa wara d-data ta' l-għeluq. (In-numru tal-*fax* ta' dan l-uffiċċju hu + 356 25982462 u l-indirizz tal-*e-mail* hu francis.a.borg@gov.mt).

26. Tingħata rċevuta għal kull applikazzjoni fil-ħin li titwassal. Applikazzjonijiet li jaslu bil-posta għandhom ikunu rreġistrati u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data ta' l-għeluq. Tingħata rċevuta bil-posta fi żmien sebat (7) ijiem għal dawn l-applikazzjonijiiet.

Is-27 ta' Lulju, 2007

KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Reklutaġġ ta' Diretturi fid-Direttorat għal Servizzi Edukattivi (DSE)

Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet għall-ħatra ta' professjonisti kompetenti u kwalifikati li jkollhom l-abbiltà li jaqdu d-dmirijiet ta' Diretturi fid-Direttorat għal Servizzi Edukattivi (DSE).

2. Il-funzjonijiet ta' Direttur fid-Direttorat għal Servizzi Edukattivi jinsabu stabbiliti bl-Att dwar l-Edukazzjoni (kif emendat bl-Att XIII ta' l-2006) li jidher fis-sit elettroniku www.education.gov.mt.

3. Il-missjoni tad-DSE hija li tiżgura t-tħaddim effettiv u effiċjenti u l-provdiment ta' servizzi lill-Kulleġġi u l-iskejjel Statali fil-kuntest ta' qafas stabbilit ta' deċentralizzazzjoni u awtonomija.

4. L-applikanti magħżula jkunu assenjati ma' wieħed mit-tliet dipartimenti li jaqgħu taħt it-tmexxija tad-Direttur Generali, DSE. It-tliet dipartimenti huma:

Servizzi għall-Istudenti
Żvilupp tar-Riżorsi Umani
Riżorsi għall-Iskejjel

5. Il-kandidati li jiġu magħżula jinħatru fil-grad sustantiv ta' 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta u, bħala tali, jkun uffiċjali pubbliċi anzjani. Il-ħatra tkun soġġetta għal żmien ta' prova ta' sentejn.

e-mail or other means by noon (Central European Time) of Monday, 27th August, 2007 may be considered provided that all requisite details are given. The formal application duly signed by the applicant should be received by Permanent Secretary, Ministry of Education, Youth and Employment, Triq l-Assedju l-Kbir, il-Furjana VLT 2000 by not later than one week after the closing date. (The fax number of this Office is +356 25982462 and the e-mail address is francis.a.borg@gov.mt).

26. Applications delivered by hand will be acknowledged in writing by the undersigned and a receipt will be given at the time of delivery. Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. Applications will be acknowledged in writing within seven days.

27th July, 2007

PUBLIC SERVICE COMMISSION

Engagement of Directors in the Directorate for Educational Services (DES)

The Public Service Commission invites applications for the appointment of suitably qualified and competent professionals capable of performing duties as Directors in the Directorate for Educational Services (DES).

2. The full functions of the DES are established by the Education Act (as amended by Act XIII of 2006) which may be consulted on www.education.gov.mt.

3. The mission of the DES is to ensure the effective and efficient operation and delivery of services to the Colleges and State schools within an established framework of decentralisation and autonomy.

4. Each of the selected candidates will be assigned to one of the three departments under the leadership of Director General, DES. The three departments are:

Student Services
Human Resource Development
School Resources

5. The selected candidates will be appointed substantively 'Officers in Grade 5' in the Malta Public Service and, as such, will be senior public officers. The appointment will be subject to a two-year probationary period.

6. Jekk fil-jum meta jagħlqu l-applikazzjonijiet, il-kandidati magħżula:

a) ikunu uffiċjali pubbliċi fil-kariga li sostantivament diġà jkunu jinsabu fi grad ekwivalenti għal jew ogħla minn Grad 5, huma jibqgħu jżommu l-grad sostantiv tagħhom;

b) ikunu uffiċjali pubbliċi fil-kariga li jkollhom ħatra sustantiva fi grad taħt Grad 5, huma jigu sustantivament maħtura Uffiċjali fi Grad 5;

ċ) ikunu uffiċjali pubbliċi fil-kariga li jkunu jokkupaw pożizzjoni kuntrattwali fis-Servizz Pubbliku ta' Malta u ma jkollhomx kariga sostantiva fis-Servizz Pubbliku ta' Malta, huma jiġu maħtura sostantivament 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta.

d) ma jkunux uffiċjali pubbliċi fil-kariga, huma jiġu sostantivament maħtura 'Uffiċjali fi Grad 5' fis-Servizz Pubbliku ta' Malta.

7. Meta jinħatru bħala 'Uffiċjali fi Grad 5', l-uffiċjali pubbliċi magħżula jiġu inkarigati mill-Prim Ministru biex jaqdu d-dmirijiet ta' Diretturi fid-DSE abbażi ta' *Performance Agreement* ta' tliet snin, li jista' jiġġedded għal perjodi ulterjuri ta' tliet snin.

8. Direttur fid-DSE jirċievi salarju bażiku li jkun ekwivalenti għal dak li japplika fl-Iskala tas-Salarju 4 fis-Servizz Pubbliku ta' Malta, bħalissa Lm10,811 (€25,182,86) fis-sena. Il-pakkett ta' remunerazzjoni totali jista' madankollu jiġi aġġustat biex ikun jirrifletti l-kwalifiki jew esperjenza ppruvata li jkunu aktar minn dawk meħtieġa f'dan l-avviż. L-aġġustament ikun japplika għall-kandidati magħżula rrispettivament minn jekk kinux uffiċjal pubbliċi fid-data ta' l-għeluq tas-sejħa għal applikazzjonijiet.

9. Il-*Performance Agreement* ikun jinkludi *performance bonus* u dan il-jedd ikun soġġett għall-istess proċedura ta' reviżjoni ta' ħidma, kriterji u arranġamenti oħra skond ma japplikaw għal uffiċjali li jinħatru f'pożizzjoni ta' Kapijiet fis-Servizz Pubbliku ta' Malta.

10. L-uffiċjali pubbliċi magħżula jkunu marbuta, sakemm jibqgħu fil-kariga ta' Direttur fid-DSE, bil-pattijiet u l-kundizzjonijiet tas-servizz li japplikaw lill-uffiċjali pubbliċi li jkollhom ħatra sustantiva fis-Servizz Pubbliku ta' Malta.

11. Meta jintemmu żewġ perjodi ta' kariga ta' tliet snin il-wieħed ta' Direttur fid-DSE, l-uffiċjal magħżula jinħatru sostantivament bħala 'Uffiċjal fi Grad 4' fis-Servizz Pubbliku ta' Malta.

6. If on the closing date of the call for applications, the selected candidates are:

a) serving public officers who are already substantively in a grade equivalent to or above Grade 5, they will retain their higher substantive grade;

b) serving public officers who hold a substantive appointment in a Grade below Grade 5, they will be substantively appointed Officers in Grade 5;

c) serving public officers who occupy a contractual position in the Malta Public Service and do not hold a substantive post in the Malta Public Service, they will be substantively appointed 'Officers in Grade 5' in the Malta Public Service.

d) not serving public officers, they will be substantively appointed 'Officers in Grade 5' in the Malta Public Service.

7. On appointment as 'Officers in Grade 5', the selected public officers shall be detailed by the Prime Minister for duty as Directors in the DES on the basis of a three-year performance agreement, which may be renewed for further periods of 3 years.

8. Directors in the DES will receive a basic salary equivalent to that attached to Salary Scale 4 in the Malta Public Service, currently Lm10,811 (€25,182,86) p.a. The total remuneration package may however be adjusted to reflect qualifications or proven experience that go beyond those required in this call. The adjustment will be applicable to the selected candidate irrespective of whether he/she was a public officer on the closing date of the call for applications.

9. The selected public officers will, during the period of their detailing as Directors in the DES, be bound by the terms and conditions of service applicable to public officers holding a substantive appointment in the Malta Public Service.

10. On successful completion of two terms of three years each as Director in the DES, the selected officer will be appointed substantively 'Officer in Grade 4' in the Malta Public Service.

11. On termination of his/her performance agreement as Directors in the DES, the selected officers will retain their applicable substantive grade and will be assigned duties which will be, as far as possible, commensurate with their substantive grade.

12. Ħidma mhux sodisfaċenti matul iż-żmien tal-*Performance Agreement* twassal għat-terminazzjoni tal-*Performance Agreement* u, jekk l-uffiċjali jkunu għadhom fiż-żmien ta' prova tal-ħatra sustantiva tagħhom, twassal għat-terminazzjoni tal-ħatra sostantiva li tirriżulta minn din is-sejħa għall-applikazzjonijiet.

13. Il-kwalitajiet mixtieqa f'dawn il-pożizzjonijiet huma dawk ta' edukaturi entużjasti u b'esperjenza, li jkollhom xhieda ta' ħila fid-direzzjoni u li jimmottivaw lill-impjegati tagħhom jilħqu l-miri u l-istandards stabbiliti. Il-kandidati magħżula għandhom ikunu mexxejja bl-abbiltà li jġibu bidla u li jikkomunikaw b'mod effettiv f'kull livell. Il-kandidati magħżula għandu jkollhom l-ħila li janalizzaw, jinterpretaw u jevalwaw statistika u informazzjoni dettaljata, li jifhmu kif u għaliex l-istudent jilħaq jew ma jilħaqx il-miri stabbiliti, u li jkunu kapaċi jiżviluppaw strateġiji u programmi li jkollhom bħala mira ewlenija it-titjib fil-kwalità tal-proċess edukattiv. Il-kandidati magħżula jridu jkunu kapaċi jmexxu u jaħdmu f'tim, u jkollhom viżjoni soda bil-ħila li jimmottivaw lill-oħrajn u jwasslu għall-implimentazzjoni ta' ideat fil-kuntest tal-Qafas tal-Kurrikulum Nazzjonali. Id-Diretturi fid-DSE għandhom jaħdmu biex itejbu il-kwalità tal-proċess edukattiv u għandhom ikunu kapaċi li jaħdmu flimkien biex iniedu u jimplimentaw programmi u proġetti edukattivi li jtejbu l-kwalità tat-tagħlim. Esperjenza fil-qasam ta' l-iżvilupp tar-riżorsi umani, it-tmexxija ta' servizzi għall-istudent jew tar-riżorsi ta' l-iskejjel, kif ukoll konoxxenza tal-leġiżlazzjoni fil-qasam ta' l-edukazzjoni huma kkunsidrati bħala vantaġġ. Il-kandidati magħżula jkollhom bżonn juru etos korporattiv u li kapaċi jilħqu *standards* għoljin. Dawn il-kandidati għandhom ikunu edukaturi proattivi, li b'motivazzjoni kapaċi jiżviluppaw u jwettqu l-kurrikulum u jassiguraw li dan jaqdi l-bżonnijiet ta' l-istudent. Permezz ta' *performance management*, il-kandidati magħżula għandhom jippromwovu kultura ta' titjib kontinwu, u jaħdmu ma' l-iskejjel kollha tal-Kulleġġ bħala parti minn tim ta' tmexxija li huwa produttiv u kooperativ.

14. Sal-ħin u d-data ta' l-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom:

a) (i) ikunu ċittadini ta' Malta;

JEW

(ii) ikunu ċittadini ta' xi Stat Membru ieħor ta' l-Unjoni Ewropea;

JEW

12. Unsatisfactory performance during the period of the performance agreement will lead to the termination of the performance agreement and, if the officer is still in the probationary period of his substantive appointment, to the termination of the substantive appointment resulting from this call for applications.

13. The qualities being sought for each of these positions are those of an enthusiastic and experienced educator, who has a proven track record in directing and motivating staff to achieve identified targets and standards. The successful candidates shall be professional leaders and must have an ability to manage change and communicate effectively at all levels. Selected candidates must be able to analyse, interpret and evaluate complex statistical data and information, have an ability to understand how and why learners achieve or fail to achieve and develop strategies and programmes aimed at improving the quality of educational provision. Selected applicants must be able to lead and work in a team, as well as have a strong vision with the ability to motivate others and implement ideas in the context of the National Curriculum Framework. The Directors in the DES will work towards the improvement of quality in educational provision and will be able to work collaboratively to initiate and deliver measurable improvements to the quality of teaching and learning. The Directors in the DES will be expected to have skills to develop and maintain a strong education inspectorate that will improve the quality of education provided in the classroom. Experience of human resource development, the management of student services or school resources, as well as knowledge of related legislation in the field of education, would be advantageous. Selected applicants will need to demonstrate a strong corporate ethos and accordingly high standards we need proactive, motivational individuals to lead and develop the curriculum, ensuring it matches students' requirements. Through performance management the selected Directors will promote a continuous improvement culture, working across schools and Colleges as part of the productive and co-operative education leadership team.

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

a) (i) be citizens of Malta;

OR

(ii) be citizens of another European Union Member State;

OR

(iii) ikunu ċittadini ta' pajjiżi oħra li dwarhom ikunu japplikaw id-dispożizzjonijiet ta' UE fuq il-moviment liberu ta' persuni (f'każ ta' diffikultà dwar il-pajjiżi li għalihom japplikaw id-dispożizzjonijiet ta' l-UE għandu jiġi kkonsultat il-Ministru ta' l-Affarijiet Barranin);

JEW

(iv) ikunu l-konjuġi u t-tfal, ukoll jekk dawn ikunu ċittadini ta' pajjiżi terzi, ta' xi persuna minn dawk imsemmija fil-paragrafi (i), (ii) u (iii) hawn qabel, sakemm dawn ikunu jistgħu jaħdmu f'Malta taħt leġislazzjoni kurrenti. Dan għandu jiġi deċiż bil-parir tad-Direttur taċ-Ċittadinanza u Affarijiet dwar *Expatriates*, fil-Ministeru tal-Ġustizzja u l-Intern.

Il-ħatra ta' kandidati msemmija fil-paragrafi (ii), (iii) u (iv) hawn qabel tkun teħtieġ il-ħruġ ta' liċenza ta' l-impiegi sakemm dan ikun meħtieġ taħt l-Att dwar l-Immigrazzjoni u liġijiet sussidjarji.

b) ikunu kapaċi jikkomunikaw bil-Lingwa Maltija u bil-Lingwa Ingliża;

ċ) ikollhom Grad bl-Unuri fl-Edukazzjoni jew f'xi qasam relatat mad-dipartiment li l-applikant huwa interessat jaħdem fih (jiġifieri fis-servizzi ta' l-istudenti, fl-iżvilupp tar-riżorsi umani jew fit-tmexxija tar-riżorsi għall-iskejjel). Jingħata rikonoxximent kif imiss waqt il-proċeduri ta' l-għażla lill-persuni li jkollhom grad ta' *Masters* jew Dottorat;

d) ikollhom:

i. il-kwalifiki, ħiliet, atitudni u esperjenza meħtieġa biex ikunu jistgħu effettivament imexxu u jamministraw Kulleġġ. Huwa obbligatorju li l-persuna tkun tifhem sew kif il-kurrikulum, il-programmi edukattivi u s-servizzi jkunu jikkontribwixxu għall-eżitu mtejjeb għall-istudenti kollha;

ii. esperjenza f'pożizzjonijiet ta' tmexxija/amministrazzjoni;

iii. ikunu jafu u jifhmu sewl-isfidi li s-soċjetà u l-ekonomija ta' l-għerf qegħdin jippreżentaw lis-sistemi edukattivi;

iv. ħiliet qawwija fil-komunikazzjoni u dawk interpersonali, partikolarment fl-oratorija pubblika, kitba ta' rapporti u ICT;

e) ikunu ta' karattru morali tajjeb (l-applikanti li jkunu diġà jinsabu fis-Servizz Pubbliku ta' Malta għandhom jippreżentaw is-*Service and Leave Record Form(GP47);* filwaqt li dawk li jkunu qegħdin japplikaw minn barra s-Servizz Pubbliku ta'

(iii) be citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

b) have the ability to communicate in the Maltese and English languages;

c) be in possession of at least an Honours Degree in Education or in an area related to the department they are interested in (Student Services, Human Resource Development or School Resources). Due recognition will be given during the selection process to persons in possession of a Masters or a Doctorate degree;

d) have:

i. the necessary qualifications, skills, attitude and experience to effectively lead and manage the DES. A complete understanding of how the curriculum, educational programmes and services contribute to better outcomes for all students is a must;

ii. experience in management/administrative positions;

iii. sound knowledge and understanding of the challenges that the knowledge society and economy are presenting to educational systems;

iv. strong communication and interpersonal skills, particularly in public speaking, report-writing and ICT.

e) be of good moral character (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form - GP47); those applying from outside the Malta Public Service must produce a recent certificate of conduct

Malta għandhom jippreżentaw ċertifikat riċenti tal-kondotta maħruġ mill-Pulizija jew minn xi Awtorità kompetenti oħra mhux aktar minn sitt (6) xhur mid-data ta' din is-sejħa għal applikazzjonijiet u jiddikjaraw jekk qatt kinux jaħdmu mal-Gvern ta' Malta, u jagħtu dettalji).

16. Il-proċedura ta' l-għażla, li tkun tikkonsisti f'intervista intensiva, issir minn bord ta' l-għażla li jiġi approvat mill-Kummissjoni dwar is-Servizz Pubbliku.

17. Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skond l-Artikolu 7 ta' l-Att dwar Opportunitajiet Indaqs (Persuni b'Diżabilità), (Kap. 413), anke jekk ma jkunux jissodisfaw għal kollox il-parametri ta' l-eliġibbiltà għall-pożizzjoni. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-pożizzjoni fl-essenza tagħhom, u sakemm ikun hemm qbil min-naħa tal-Management and Personnel Office u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

18. Is-sottomissjonijiet skond klawsola 17 għandhom jintbagħtu mal-formola ta' l-applikazzjoni u għandhom ikunu msaħħa b'dokumenti relevanti li jinkludu evidenza dokumentata tar-reġistrazzjoni ta' l-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-parametri kollha ta' l-eliġibbiltà u għaliex huma mistħoqqa kunsiderazzjonijet speċjali. Il-korrispondenza kollha għandha tiġi indirizzata lis-Segretarju Permanenti Prinċipali fl-Uffiċċju tal-Prim Ministru u tkun ikkupjata lill-KNPD.

19. Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, illi kopja tagħhom għandha tkun jew mehmuża ma' l-applikazzjoni jew jintbagħtu separatament lis-Segretarju Permanenti Principali fl-Uffiċċju tal-Prim Ministru mhux aktar tard minn għaxart ijiem ta' xogħol mid-data ta' l-għeluq. Kopji mgħoddija bl-i*scanner* huma aċċettabbli.

20. Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

21. Hija r-responsabbiltà ta' applikanti li jkollhom kwalifiki maħruġa minn Universitajiet barranin/istituzzjonijiet terzjarji, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabbiltà ta' kwalifiki maħruġa mill-Malta Qualifications Recognition Information Centre (MQRIC) fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża ma' l-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni jkunu jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni,

issued by the Police or other competent Authority not earlier than six (6) months from the date of this call for applications and state whether they have ever been in Maltese Government service, giving details).

16. The selection process, in the form of a rigorous interview, will be conducted by a selection board to be approved by the Malta Public Service Commission.

17. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for this position provided they can carry out, in essence, the duties related to the position and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

18. Representations in terms of clause 17 should be attached to the application forms and supported with relevant documents, which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given by the applicant to substantiate the lack of full eligibility requirements and to state why reasoned considerations are merited. All correspondence is to be addressed to Principal Permanent Secretary, Office of the Prime Minister, Auberge de Castille, Valletta, VLT 2000 and to the NCPD.

19. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

21. It is the responsibility of applicants in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Youth and Employment or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement,

maħruġa mill-awtorita' pertinenti, lid-dipartiment riċeventi kif tkun għad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data ta' l-għeluq tas-sejħa għall-applikazzjonijiet.

22. Petizzjonijiet skond m'hemm fl-Artiklu 1.1.10 tal-Public Service Management Code jistgħu jiġu ppreżentati fi żmien għaxart (10) ijiem tax-xogħol mid-data tar-rizultat.

23. Kull min għandu interess għandu jippreżenta l-applikazzjoni tiegħu bil-miktub lis-Segretarju Permanenti, Ministeru għall-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju, il-Furjana VLT 2000 fuq il-formola apposta tal-applikazzjoni. Flimkien ma' l-applikazzjonijiet għandu jkun hemm *curriculum vitae* (li għandu jinkludi lista ta' kwalifiki li l-applikant ikollu) u Skeda tas-Servizz fil-każ ta' Uffiċjali Pubbliċi. Id-data ta' l-għeluq sa meta jistgħu jaslu l-applikazzjonijiet hi nofsinhar (Ħin Ewropa Ċentrali) tat-Tnejn, 27 ta' Awissu, 2007.

24. Il-formoli ta' l-applikazzjoni jistgħu jitniżżlu minn dawn is-siti elettroniċi li ġejjin:

http://doi.gov.mt/EN/employment_opp/recruitenglish.pdf
http://www.mpo.gov.mt/downloads/recruitenglish.pdf
http://www.education.gov.mt

jew jinkisbu mis-sezzjoni tal-Customer Care, Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju l-Kbir, il-Furjana VLT 2000.

25. Applikazzjonijiet li jaslu minn barra minn Malta permezz ta' fax, e-mail jew xi mezz ieħor sa nofsinhar (Ħin Ewropa Ċentrali) tat-Tnejn, 27 ta' Awissu, 2007 jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata mill-applikant trid tasal għand is-Segretarju Permanenti, Ministeru għall-Edukazzjoni, Żgħażagħ u Xogħol, Triq l-Assedju l-Kbir, il-Furjana VLT 2000 sa mhux iżjed tard minn ġimgħa wara d-data ta' l-għeluq. (In-numru tal-*fax* ta' dan l-uffiċċju hu + 356 25982462 u l-indirizz tal-*e-mail* hu francis.a.borg@gov.mt).

26. Tingħata rċevuta minnufih għal kull applikazzjoni fil-hin li titwassal. Applikazzjonijiet li jaslu bil-posta għandhom ikunu rreġistrati u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data ta' l-għeluq. Tingħata rċevuta bil-posta fi żmien sebat (7) ijiem għal dawn l-applikazzjonijiiet.

Is-27 ta' Lulju, 2007

issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications.

22. Petitions in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of the result.

23. Interested applicants should submit their applications by writing to the Permanent Secretary, Ministry of Education, Youth and Employment, Great Siege Road, Floriana, VLT 2000 on the appropriate form. Applications should be accompanied by a curriculum vitae (which should include a list of qualifications held by the applicant) and a Schedule of Service in the case of Public Officers. The closing date for the receipt of applications is noon (Central European Time) of Monday, 27th August, 2007.

24. Application forms may be either downloaded from the following websites:

http://doi.gov.mt/EN/employment_opp/recruitenglish.pdf
http://www.mpo.gov.mt/downloads/recruitenglish.pdf
http://www.education.gov.mt

or obtained from the Customer Care Section, Ministry of Education, Youth and Employment, Triq l-Assedju l-Kbir, Floriana VLT 2000.

25. Applications received from abroad through a fax, e-mail or other means by noon (Central European Time) of Monday, 27th August, 2007 may be considered provided that all requisite details are given. The formal application duly signed by the applicant should be received by Permanent Secretary, Ministry of Education, Youth and Employment, Triq l-Assedju l-Kbir, Floriana VLT2000, by not later than one week after the closing date. (The fax number of this Office is +356 25982462 and the e-mail address is francis.a.borg@gov.mt).

26. Applications delivered by hand will be acknowledged in writing by the Permanent Secretary (Ministry of Education, Youth and Employment) and a receipt will be given at the time of delivery. Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. Applications will be acknowledged in writing within seven days.

27th July, 2007

KUMMISSJONI DWAR IS-SERVIZZ PUBBLIKU

Post ta' *Social Worker* fid-Direttorat Ġenerali tas-Sigurtà Soċjali fil-Ministeru għall-Familja u Solidarjetà Soċjali

Il-Kummissjoni dwar is-Servizz Pubbliku tilqa' applikazzjonijiet għall-post ta' *Social Worker* fid-Direttorat Ġenerali tas-Sigurtà Soċjali fi ħdan il-Ministeru għall-Familja u Solidarjetà Soċjali.

2.1 Il-post ta' *Social Worker* għandu salarju ta' Lm5,782 (€13,468.44) fis-sena li jiżdied b'Lm175 (€407.64) fis-sena sa massimu ta' Lm6,832 (€15,914.28) (Skala ta' Salarju 10).

2.2 Persuna fil-grad ta' *Social Worker* titla' fi Skala ta' Salarju 9 b'salarju ta' Lm6,135 (€14,290.71) li jitla' b'żidiet ta' Lm192 (€447.24) fis-sena sa massimu ta' Lm7,287 (€16,974.14) wara sentejn servizz fil-grad jekk tkun qdiet dmirha b'mod sodisfaċenti.

3. Il-ħatra, li tkun bi prova għal sena, hija *full-time*, u taqa' taħt ir-regolamenti li jkunu fis-seħħ minn żmien għal żmien fis-Servizz Pubbliku ta' Malta u fid-Direttorat Ġenerali – Sigurtà Soċjali. Il-persuna nominata tista' tiġi trasferita skond l-esiġenzi tas-Servizz Pubbliku ta' Malta.

4. Id-dmirijiet ta' persuna fil-grad ta' *Social Worker* huma dawn li ġejjin:

a) *social work* ġenerali fid-direttorat li jkun jinkludi:

i. jagħmel żjajjar fid-djar u/jew intervisti ma' persuni li jkunu qed jagħmlu talba jew qed jirċievu Għajnuna jew Benefiċċju mid-direttorat, bil-għan li ssir stima tal-ħtiġiet tagħhom, li jiġi meqjus jekk hemmx dritt jew le għall-istess għajnuna jew benefiċċju filwaqt li jagħtu parir lid-direttorat fuq l-aspetti soċjali tal-każ;

ii iżomm *records* ta' l-*assessments* li jkunu saru;

iii jagħmel *follow-ups* tal-każijiet soċjali li jkunu diġà investigati;

iv. jgħin u jagħti pariri lill-dawk il-benefiċjarji tas-sigurtà

PUBLIC SERVICE COMMISSION

Post of Social Worker in the Directorate General – Social Security within the Ministry for the Family and Social Solidarity

The Public Service Commission invites applications for the post of Social Worker in the Directorate General – Social Security within the Ministry for the Family and Social Solidarity.

2.1 The post of Social Worker carries a salary of Lm5,782 (€13,468.44) per annum rising by annual increments of Lm175 (€407.64) up to a maximum of Lm6,832 (€15,914.28) (Salary Scale 10).

2.2 A Social Worker will progress to Salary Scale 9 with a salary of Lm6,135 (€14,290.71) rising by annual increments of Lm192 (€447.24) up to the maximum of Lm7,287 (€16,974.14) on completion of two years service in the grade, subject to satisfactory performance.

3. The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules governing from time to time the Malta Public Service and the Directorate General – Social Security. It involves liability to transfer according to the exigencies of the Malta Public Service.

4. The duties of a Social Worker include the following:

a) performing general social work in the Department which shall include:

i. carrying out home visits or interviewing applicants requesting or in receipt of a social benefit from the Department with a view to assessing their needs, determining their eligibility and recommending or otherwise on the social aspects of the case;

ii. keeping appropriate records of assessments made;

iii. providing regular follow-up of the social cases investigated;

iv. advising and assisting social security beneficiaries

soċjali li jista' jkollhom bżonn ta' xi servizzi soċjali aktar li jingħataw minn aġenziji jew dipartimenti oħra;

v. jirreferi l-benefiċjarji għal servizzi ta' *social-work* kull meta tinħass il-ħtieġa;

b) jipparteċipa fl-immaniġġar ta' servizzi mmexxija mid-Direttorat Ġenerali – Sigurtà Soċjali;

ċ) jagħti l-kontribut tiegħu meta meħtieġ, meta tinħass il-ħtieġa mid-Direttorat Ġenerali li jibda taħriġ biex itejjeb is-servizz mogħti lill-klijenti;

d) jaħdem bħala membru f'*multi disciplinary team;*

e) jieħu sehem attiv f'xogħol ta' riċerka li jista' jagħmel id-Direttorat Ġenerali fil-qasam tas-Sigurtà Soċjali;

f) jagħmel dak ix-xogħol *ad hoc* li jkun jinħtieġ mid-Direttorat Ġenerali minn żmien għal żmien;

5.1 Sal-ħin u d-data ta' l-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom:

(a) (i) ikunu ċittadini ta' Malta;

JEW

(ii) ikunu ċittadini ta' Stat ieħor Membru ta' l-Unjoni Ewropea;

JEW

(iii) ikunu ċittadini ta' pajjiżi oħra li għalihom japplikaw id-dispożizzjonijiet ta' l-UE dwar il-moviment ħieles tal-persuni (f'każ ta' diffikultà l-Ministeru ta' l-Affarijiet Barranin għandu jiġi kkonsultat dwar dawk il-pajjiżi li għalihom japplikaw id-dispożizzjonijiet ta' l-UE);

JEW

(iv) ikunu l-konjugi u tfal, anki jekk huma ċittadini ta' pajjiż terz, ta' dawk il-persuni msemmija f'(i), (ii) u (iii) hawn fuq, sakemm huma eliġibbli li jaħdmu f'Malta skond leġiżlazzjoni eżistenti. Dan għandu jkun stabbilit fuq il-parir tad-Direttur, Dipartiment taċ-Ċittadinanza u *Expatriates,* Ministeru tal-Ġustizzja u l-Intern.

with respect to social services that may be provided by other agencies or departments;

v. referring beneficiaries to other social work services when and as the need arises;

b) actively participating in the management of services run by the Department of Social Security;

c) contributing as and when required in any training initiatives that the Department may embark upon so as to enhance levels of service delivery;

d) working as a member of a multidisciplinary team;

e) participating in any research tasks that may be undertaken by the Department in the field social security;

f) performing ad hoc tasks of a social work nature that the Department may require from time to time.

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

(a) (i) be citizens of Malta;

OR

(ii) citizens of another European Union Member State;

OR

(iii) citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply);

OR

(iv) the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.

Il-ħatra ta' kandidati msemmija f'(ii), (iii) u (iv) hawn fuq hija soġġetta għall-ħruġ ta' liċenza tax-xogħol f'dawk il-każijiet fejn din hija meħtieġa skond l-Att dwar l-Immigrazzjoni u leġiżlazzjoni sussidjarja.

(b) ikunu kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

(ċ) ikollhom kwalifika ta' BA (Hons) Social Work jew kwalifika komparabbli,

(d) ikunu ta' karattru morali tajjeb (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jippreżentaw is-*Service and Leave Record Form (GP 47),* filwaqt li dawk li japplikaw minn barra jridu jippreżentaw ċertifikat riċenti tal-kondotta maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn sitt (6) xhur qabel id-data ta' din is-sejħa, u jindikaw jekk qatt kinux impjegati mal-Gvern Malti, u jagħtu d-dettalji).

5.2 Persuni li għandhom Diploma fis-*Social Work* jew kwalifika komparabbli jistgħu japplikaw ukoll.

5.3 Persuna li tinħatar *Social Worker* skond paragrafu 5.2 tidħol fi Skala 12 b'salarju ta' Lm5,136 (€11,963.66) fis-sena li jitla' b'żidiet ta' Lm152 (€354.06) fis-sena sa massimu ta' Lm6,048 (€14,088.05) u titla' fi skala 10 b'salarju ta' Lm5,782 (€13,468.44) li jitla' b'żidiet ta' Lm175 (€407.64) fis-sena sa massimu ta' Lm6,832 (€15,914.28) wara ħames (5) snin servizz fil-grad, jekk tkun qdiet dmirijietha b'mod sodisfaċenti.

6.1. Persuni rreġistrati mal-Kummissjoni Nazzjonali għall-Persuni b'Diżabilità (KNPD) jistgħu jgawdu minn 'bdil raġonevoli' skond l-Artikolu 7 ta' l-Att dwar Opportunitajiet Indaqs (Persuni b'Diżabiltà), (Kap. 413), anke jekk ma jkunux jissodisfaw għal kollox il-parametri ta' l-eliġibbiltà għall-post. Dan basta jkunu jistgħu jwettqu d-dmirijiet relatati mal-post fl-essenza tagħhom, u sakemm ikun hemm qbil min-naha tal-Management and Personnel Office u approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

6.2. Is-sottomissjonijiet skond din il-klawsola għandhom jintbagħtu mal-formola ta' l-applikazzjoni u għandhom ikunu msaħħa b'dokumenti relevanti li jinkludu evidenza dokumentata tar-reġistrazzjoni ta' l-applikant/a mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati mill-applikant/a għaliex ma jissodisfax/tissodisfax il-

The appointment of candidates referred to at (ii), (iii) and (iv) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

(b) have the ability to communicate in the Maltese and English languages;

(c) be in possession of a BA (Hons) Social Work or a comparable qualification;

(d) be of good moral character (applicants who are already in the Malta Public Service must produce a Service and Leave record Form (GP 47); those applying from outside the Service must produce a recent Certificate of conduct issued by the Police or other competent authority not earlier than six (six) months from the date of this call for applications and state whether they have ever been in the Maltese Government Service, giving details).

5.2 Persons in possession of a Diploma in Social Work or a comparable qualification may also apply.

5.3 Social Worker appointed under paragraph 5.2 will enter in Salary Scale 12 (Lm5,136 (€11,963.66) rising by annual increments of Lm152 (€354.06) up to a maximum of Lm6,048 (€14,088.05) and will progress to Salary Scale 10 with a salary of Lm5,782 (€13,468.44) rising by annual increments of Lm175 (€407.64) up to a maximum of Lm6,832 (€15,914.28) on completion of five (5) years service in the grade subject to satisfactory performance.

6.1. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act (Cap. 413), even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.

6.2. Representations in terms of this clause should be attached to the application forms and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given by the applicant to substantiate the lack of full eligibility requirements and why reasoned considerations are

parametri kollha ta' l-eliġibbiltà u għaliex huma mistħoqqa kunsiderazzjonijiet speċjali. Il-korrispondenza kollha għandha tiġi ndirizzata lid-Dipartiment riċeventi u tkun ikkupjata lill-KNPD.

7.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti, illi kopja tagħhom għandha tkun jew mehmuża ma' l-applikazzjoni jew jintbagħtu separatament lid-Dipartiment konċernat mhux aktar tard minn għaxart ijiem ta' xogħol mid-data ta' l-għeluq. Kopji mgħoddija bl-i*scanner* huma aċċettabbli.

7.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

7.3 Hija r-responsabbiltà ta' applikanti li jkollhom kwalifiki maħruġa minn Universitajiet barranin/istituzzjonijiet terzjarji, li juru dikjarazzjoni ta' rikonoxximent dwar il-komparabilità ta' kwalifiki maħruġa mill-Malta Qualifications Recognition Information Centre (MQRIC) fil-Ministeru ta' l-Edukazzjoni, Żgħażagħ u Xogħol jew l-awtorità kompetenti, skond il-każ, liema dikjarazzjoni għandha tiġi mehmuża ma' l-applikazzjoni, bl-oriġinali tintwera waqt l-intervista. Dawk il-kandidati li għad m'għandhomx din id-dikjarazzjoni jkunu jistgħu japplikaw, iżda jridu jibagħtu kopja tad-dikjarazzjoni, maħruġa mill-awtorità pertinenti, lid-dipartiment riċeventi kif tkun ghad-dispożizzjoni tagħhom u, f'ebda ċirkustanza, mhux aktar tard minn xahar mid-data ta' l-għeluq tas-sejħa għall-applikazzjonijiet.

8.1 Bord ta' l-Għażla jintervista lill-applikanti li jkunu eliġibbli biex jitqies min ikun addattat għall-post.

8.2 Il-Kummissjoni dwar is-Servizz Pubbliku tippubblika r-riżultat ta' l-intervisti. Ir-riżultat jiġi esibit fuq in-*notice-board* ta' l-Uffiċċju tal-Kummissjoni dwar is-Servizz Pubbliku u dik tad-Direttorat Ġenerali Sigurtà Soċjali.

8.3 Avviż dwar il-ħruġ tar-riżultat jiġi ppubblikat fil-Gazzetta tal-Gvern u jitniżżel ukoll mill-*website* tal-Kummissjoni dwar is-Servizz Pubbliku fuq http://www.psc.gov.mt. Joħroġ ukoll avviż fil-*media* lokali.

8.4 Oġġezzjonijiet għar-riżultat skond Sezzjoni 1.1.10 tal-Public Service Management Code għandhom jiġu sottomessi fi żmien għaxart ijiem ta' xogħol mid-data tal-pubblikazzjoni tal-avviż fil-Gazzetta tal-Gvern.

merited. All correspondence is to be addressed to the receiving Department and copied to the NCPD.

7.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

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

7.3 It is the responsibility of applicants in possession of qualifications awarded by foreign Universities/tertiary education institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Youth and Employment or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications.

8.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.

8.2 The result of the interviews will be published by the Public Service Commission and exhibited on the notice-board of the Office of the Public Service Commission and that of the Directorate General Social Security.

8.3 A notification of the issue of the result will be duly published in the Government Gazette and will also appear on the website of the PSC where it may be accessed at http://www.psc.gov.mt. A press notice will also be issued to all local media organisations.

8.4 Petitions objecting to the result in terms of Section 1.1.10 of the Public Service Management Code should be submitted within ten (10) working days from the date of publication of the notice in the Government Gazette.

9. Il-persuni magħżula jkunu jridu joqogħdu għal eżami mediku biex jiġi aċċertat li huma adatti għal dawn il-postijiet.

9.1 Applikanti magħżula jkunu meħtieġa jagħmlu aktar taħriġ

10. Il-formoli ta' l-applikazzjoni jinkisbu mid-Dipartiment tas-Servizzi Korporattivi, Ministeru għall-Familja u Solidarjeta Soċjali, 310 Triq ir-Repubblika, Valletta VLT 2000 jew jistgħu jitniżżlu minn dawn il-*websites:*

http://www.doi.gov.mt/EN/employment_opp/recruitmalti.pdf

http://www.mpo.gov.mt/downloads/recruitmalti.pdf

http://www.mfss.gov.mt

11. L-applikazzjonijiet, flimkien ma' *curriculum vitae* li għandha tinkludi kwalifiki u esperjenza jintlaqgħu primarjament mill-Assistent Direttur, Riżorsi Umani, Dipartiment tas-Servizzi, Ministeru għall-Familja u Solidarjetà Soċjali, 310, Triq ir-Repubblika, Valletta VLT 2000 mhux aktar tard minn nofsinhar (Ħin ta' l-Ewropa Ċentrali) ta' nhar il-Ġimgħa, l-24 ta' Awissu 2007.

12. Applikazzjonijiet li jaslu minn barra minn Malta permezz ta' *fax* jew xi messaġġ ieħor simili sa nofsinhar (Ħin ta' l-Ewropa Ċentrali) ta' nhar il-Ġimgħa, l-24 ta' Awissu 2007, jistgħu jiġu kkunsidrati basta jkollhom id-dettalji kollha meħtieġa. L-applikazzjoni formali ffirmata mill-applikant/a trid tasal għand id-Diviżjoni mhux aktar tard minn ġimgħa wara d-data ta' l-għeluq ta' l-applikazzjonijiet u ghandħa tingħata spjegazzjoni għad-dewmien. In-numri tal-*fax* tad-Dipartiment riċeventi huwa +356-2590361.

13. a) Tingħata riċevuta minnufih għal kull applikazzjoni li titwassal sad-Diviżjoni.

b) Applikazzjonijiet li jaslu bil-posta għandhom ikunu rreġistrati u jintbagħtu kmieni biżżejjed biex jaslu fl-indirizz imsemmi qabel id-data ta' l-għeluq. Id-Diviżjoni tas-Saħħa tibgħat irċevuta bil-posta fi żmien sebat (7) ijiem għal dawn l-applikazzjonijiet.

Is-27 ta' Lulju, 2007

9. Selected applicants will be medically examined to ascertain that they are fit for the post.

9.1 Selected applicants will be required to undergo further training.

10. Application forms may be obtained from Director Corporate Services, Ministry for the Family and Social Solidarity, 310, Republic Street, Valletta VLT 2000 or downloaded from the following websites:

http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf

http://www.mpo.gov.mt/downloads/recruitmentenglish.pdf

http://www.mfss.gov.mt

11. The prescribed applications, together with a curriculum vitae indicating qualifications and experience, will be received in the first instance by the Assistant Director, Human Resources, Director Corporate Services, Ministry for the Family and Social Solidarity, 310, Republic Street, Valletta VLT 2000 by not later than noon (Central European Time) of Friday, 24th August 2007.

12. Applications received from abroad through a fax or other similar message by noon (Central European Time) of Friday, 24th August 2007 may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the Department by not later than one week after the closing date together with an explanation for the delay. (The fax number of the receiving Department is +356-25903361).

13. a) Applications delivered by hand will be acknowledged in writing by the Director Corporate Services and a receipt will be given in hand at the time of delivery.

b) Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above dead line. The applications will be acknowledged in writing by the Director Corporate Services within seven (7) days.

27th July, 2007

L-ammonti bl-ewro huma bbażati fuq ir-rata ta' €1=Lm0.429300 u huma għal użu ta' informazzjoni biss
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Ippubblikat mid-Dipartiment ta' l-Informazzjoni (doi.gov.mt) — Valletta — *Published by the Department of Information (doi.gov.mt) — Valletta*
Mitbugħ fl-Istamperija tal-Gvern — *Printed at the Government Printing Press*