

LETTER CIRCULAR - Institute for Education

Date: 17/10/2018

Ref: IfE 69/2018

From: Joanne Grima – CEO

To the attention of: All Educators

Subject: Expression of Interest for those interested to offer their services as Course Co-Ordinators with the Institute on a contract for service basis.

Application Link: <https://goo.gl/zn2EgX>

Deadline: Noon (CET) of 4/11/2018

Further Info / Requirements: Motivation letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to ife@ilearn.edu.mt

The Institute for Education (IfE) invites applications from those interested to offer their services as Course Co-Ordinators with the Institute on a contract for service basis.

Duties and Responsibilities

The Course Co-ordinator will be responsible for:

- Ensuring the course modules developed by the learning programme development experts are cohesive and complimentary to each other and that the pedagogy and assessment used is in line with the Institute's policies;
- The administration, smooth running of the course, maintaining all records of the course and liaising with the Senior Manager programme Development (or his/her delegate) and with the Manager Centre Administrator;
- For developing time-tables, sending documents and communicating with lecturers and course participants, inputting of attendance, adherence to policies, informing course participants of results;
- Ensuring lecturers and course participants adhere to deadlines for submission of assessment tasks;
- The co-ordination of practice placement and/ or internships;
- Collecting and analysing feedback.

Eligibility Criteria

By the closing time and date of this expression of interest, applications will be received from Heads of School, Assistant Heads of School, Heads of Department, Learning Centre Co-ordinators and Teachers who are in possession of a recognised qualification (First Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) issued by an institution of higher education duly recognised by the Education Authorities.

Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities.

Remuneration

Remuneration will be at €12.31 per hour excluding VAT on a contract for service basis for three (3) years with the possibility of renewal for another three (3) years. The Course Co-ordinator will work from the Institute or from the premises where the course will be held for a maximum of 15 hours per week from Monday to Saturday (after school hours) as prescribed by management and according to the exigencies of the Institute for Education.

The services of the selected candidate may, for a justified reason, be terminated at any time at the discretion of the CEO Institute for Education. Applicants for the above mentioned post may be required to sit for a face-to-face interview.

Submission of Applications

Interested applicants are asked to submit an online application by following the link: <https://goo.gl/zn2EgX>. The motivation letter together with a Europass Curriculum Vitae and scanned certificates and/or testimonials will be received in the first instance by the Institute for Education at ife@ilearn.edu.mt by not later than **noon (Central European Time) of Sunday, 4th November 2018**. Original certificates and/or testimonials are to be invariably produced for verification should the applicant be required to sit for interview.