

## LETTER CIRCULAR - Institute for Education

**Date:** 07/01/2019

**Ref:** IfE 01/2019

**From:** Institute for Education

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**Subject:** Position of Chief Executive officer (CEO) with the Institute for Education

**Deadline:** 21st January 2019

**Further Info / Requirements:** Applications, together with a *curriculum vitae* showing qualifications and experience and an updated Service and Leave Record Form (GP47) to be sent by email to [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt)

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### POSITION OF CHIEF EXECUTIVE OFFICER (CEO) WITHIN THE INSTITUTE FOR EDUCATION IN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

(Jobs plus Permit No: 568/2018)

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

1. The Institute for Education within the Ministry for Education and Employment invites applications for the position of Chief Executive officer (CEO) for the Institute for Education.

#### 2.0 Terms and conditions

- 2.1 A selected candidate will be engaged on a basis of a definite contract for a period of thirty-six (36) months, which may be renewed for further periods.
- 2.2 The position of CEO is subject to a probationary period of twelve (12) months.
- 2.3 Since this is a top management position, this position falls under Regulation 7(4) (b) (i) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

#### 3.0 Salary pegged to the position

3. The salary attached to the position is equivalent to Salary Scale 3, which in the year 2019 is €38,660 and includes a performance bonus of 15% of the annual salary, which entitlement will be subject to the same performance review procedure, criteria and other arrangements applicable to officers who are appointed to a Headship position. The appointee will also be entitled to an annual expense allowance of €2,096, car allowance of €4,658 and communication allowance of €1,600.

#### 4.0 Duties

4. The duties of the CEO of the Institute for Education is responsible to the Permanent Secretary include:

- programme development, management and results
- customer services
- the development and implementation of organisational structures
- the development of operational and business plans
- policy proposals
- financial expenditures/revenue
- staff management:
  - appointments within delegated authority
  - performance appraisals
  - discipline
- capital acquisitions within delegated authority
- optimisation of operations
- inter/intra-departmental linkages
- formulation of operating procedures/guidelines
- job descriptions (initial compilation and maintenance of currency);
- chairperson of the Institute’s Advisory Board.

#### 5.0 Eligibility requirements

5.1 By the closing time and date of this call for applications, applicants must be:

- (i) (a) citizens of Malta; or
- (b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- (c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- (d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- (e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) must be proficient in the Maltese and English language;
- (iii) in possession of a recognized (Masters') qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent in Education or a professional comparable qualification, plus three (3) years relevant work experience of which two (2) must be in a management position; or

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

5.3 Applicants must be of conduct which is appropriate to the position applied for (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 Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.4 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

## 6.0 Submission of supporting documentation

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

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

## 7.0 Submission of applications

7.1 Applications, together with a *curriculum vitae* showing qualifications and experience and an updated Service and Leave Record Form (GP47), where applicable, will be received by HR Manager at the Institute for Education, by not later than **noon (Central European Time) of Monday 21<sup>st</sup> January 2019, on the following email [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt)**. In the case of Public Sector employees performing duties in the Public Service and RSSL employees, these are to present their paid and unpaid Leave and Sick Leave records for the last four years, including any records of any disciplinary actions that may have been taken in the absence of which, it will be understood that no disciplinary action was ever taken. In the case of Public Sector employees performing duties in the Public Service, they are

also to produce confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such Ministry.

Thank you.

**Institute for Education**