



Secretariat for Catholic Education

CALL FOR APPLICATIONS FOR THE POST OF PRINCIPAL OFFICER

The Secretariat for Catholic Education would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. The Secretariat for Catholic Education adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

The Director for Curriculum and Standards within the Secretariat for Catholic Education invites applications for the post/s of Principal Officer at the Secretariat for Catholic Education.

1. Duties

The duties of a Principal Officer include:

- i. the implementation of policy and directives of top management;
- ii. the development of human resources and the review of processes and procedures for optimal efficiency and output;
- iii. heading a section and being responsible for its management, as well as for the implementation of legislation, directives and guidelines relating to the section's administrative remit;
- iv. developing the section's short, medium and long-term plans to attain established targets and objectives;
- v. monitoring and reviewing of the Secretariat's systems and procedures; undertaking research in connection with the development of policy areas and related procedures; drafting of policies; assisting in policy development, review and implementation;
- vi. preparing reports, statistical analysis and proposals in connection with the development of policy, departmental programmes and administrative requirements;
- vii. performing desk duties for specific functions of the employing department and acting as reference point in matters related thereto;

- viii. preparing all personnel schedules relating to career progression of employees in Church schools;
- ix. liaising with MEDE and Church Schools for the approval of all employees according to DQSE directives;
- x. preparing financial reports and proposals for Church Schools' budgets;
- xi. handling the allocation and timely distribution of funds to schools;
- xii. handling enquiries from SMTs and employees in Church schools;
- xiii. handling all work related to the Secretariat's employees' salaries and any required Government reporting;
- xiv. ensuring that the Secretariat's offices are adequately kept according to national Health & Safety standards and supplied with all the necessary office material;
- xv. assisting in the preparation of reports, data collation and any research that may be required by the SMT;
- xvi. ensuring compliance to any legislation and/or directives related to the work assigned;
- xvii. remaining conversant with current issues and practices related to the area of work. For this purpose opportunities will be provided for ongoing professional development which will help to ensure that a professional standard of service will be maintained throughout;
- xviii. being accountable to the Service Manager for Human Resources;
- xix. performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Director for Curriculum and Standards;
- xx. performing any other duties according to the exigencies of the Secretariat for Catholic Education as directed by the Delegate for Catholic Education.

2. Terms and Conditions

2.1 The selected candidate/s may be conditioned to a maximum of a six (6) day working week of an average weekly working time of forty (40) hours. The appointment, which is subject to a probationary period of one year, is on a full-time basis (indefinite contract) and is subject to the rules and regulations of the Secretariat for Catholic Education.

2.2 All new appointees may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

2.3 The salary for the post of Principal Officer is Salary Scale 10, which in 2019 amounts to €19,958 per annum rising by annual increments of €407.67 to a maximum of €22,404.02.

2.4 A Principal Officer will proceed to Scale 9 (€21,252 x €447.33 - €23,273.98) on completion of 2 years' service in the grade.

2.5 Further progression to Scale 8 (€22,645 x €486.83 - €25,565.98) will be made on completion of 10 years' service in the grade.,

2.6 Final progression to Scale 7 (€24,153 x €531.17 - €27,340.02) will be effected on completion of 12 years' service in the grade.

2.7 These progressions to a higher scale are subject to satisfactory performance.

3. Eligibility requirements

3.1 By the closing date and time for the receipt of 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 treatments 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 paragraphs (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 Identity Malta Agency in respect of citizenship and expatriation should be sought as necessary on 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 license in so far as this is required by the Immigration Act and subsidiary legislation. *Jobsplus* should be consulted as necessary on this issue;

- (ii) of conduct which is appropriate to the post applied for; those applying 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;
- (iii) adequately proficient, both verbally and written, in the Maltese and English languages (Level C1/C2 of the Common European Framework of Reference for Languages);
- (iv) eligible in terms of one of the categories:
 - a. in possession of a recognised Bachelor's Degree at MQF Level 6, provided that with regard to programmes commencing as from October 2003, the qualification must comprise a minimum of 180 ECTS/ECVET credits, or equivalent, in subjects where the main or secondary study area is in any of the following: Management, Human Resources, Industrial Relations & Work, Finance, Accounts, Economics, Business Studies and other related studies. Responsibility to prove relatedness of qualifications held will rest on candidates; however the final decision will be the prerogative of the HR Office; **and**

a pass (at least at Grade 1-5, Grade C or a comparable level) at MQF level 3, or a level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in IT Office Application Skills (*), unless this subject does not feature as a separate study unit within the course pursued at MQF level 6.

(*) It is clarified that reference to IT Office Application Skills, covers any successfully completed CDRT/ECDL/NCFHE-accredited course at MQF level 3; **or**
 - b. candidates who have completed their course of studies but have not yet formally obtained the qualifications indicated in sub-para (iv)(a) above, will still be considered, provided that they submit evidence of approval for the award of the qualifications concerned. Unofficial academic records showing results achieved have to be submitted.

3.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Master's qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVET credits with regard to programmes commencing as from October 2008.

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

4. Selection procedure

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

4.2 Interviewees will be notified of the results within fifteen (15) working days of the interviews.

5. Submission of applications

5.1 A letter of application in own handwriting, accompanied by a CV, will be received in the first instance by the Director for Curriculum and Standards for Church Schools by not later than **noon of Monday 18th March, 2019**. Applications by post should be sent by registered mail to the address below, in sufficient time to ensure delivery by the above-mentioned closing date. The applications will be acknowledged by the Director for Curriculum and Standards for Church Schools. **Late applications shall not be considered.**

**Mr Ian Mifsud
Director for Curriculum and Standards
Call: Principal Officer
Secretariat for Catholic Education
16 The Mall
Floriana FRN 1472**