



APPENDIX A - GENERAL PROVISIONS RELATED TO LATERAL POSTS

1.0 Duration and Conditions related to lateral posts

1.1 A selected candidate shall:

- i. continue to occupy the lateral post indefinitely unless s/he wishes to exit the service him/herself;
- ii. serve for a minimum of one scholastic year or part thereof till the end of the scholastic year if deployed in the course of a scholastic year;
- iii. be College and/or centrally based according to any prevailing exigencies including shared arrangements between Colleges, schools, and centres;
- iv. be expected to work normal school hours and will not be entitled to any extra remuneration except for those instances where the selected candidate will be required to perform his/her duties in more than one school **on the same day**.
- v. be subject to the same protocol of remedial/disciplinary action as other officers in case of unsatisfactory performance;
- vi. have the right to apply for more than one internal call, but the Education Resources Directorate (ER) reserves the right to determine the number of officers needed and to offer successful candidates **only one** vacancy according to the exigencies of the service;
- vii. have the right to revert to classroom duties once the scholastic year comes to an end (deployment will be to a school where a vacancy exists according to the exigencies of the service);
- viii. have the right to apply to be deployed in a particular school (if reverting to classroom duties) through the ***Deployment Elsewhere*** circular issued by the Education Resources Directorate;
- ix. inform the Education Resources Directorate through the ***Deployment Elsewhere*** circular, that you do not wish to continue serving in a particular service once the scholastic year is over;
- x. be required to attend courses, locally or abroad, as the MEYR may deem necessary;
- xi. be eligible to apply for posts/positions (promotions) and will retain progression rights as stipulated in the sectoral agreement for teaching grades. Service in a lateral

post will be considered as teaching experience and consequently the selected candidate will retain all rights of his/her substantive grade;

- 1.2 The services of a selected candidate may be suspended/terminated at any time at the discretion of the Director General, Educational Services. In such an eventuality the officer concerned will either perform duties in connection with a related assignment or revert to class/subject teaching and **not** necessarily at the school/s s/he was last serving in, as the case may be.

2.0 The process of the submission of application forms and related details

- 2.1 Applications shall be submitted only through the edurecruitment portal which will acknowledge receipt of the application via the applicant's iLearn account. The Internal call for applications and their corresponding on-line application can be viewed accessing the Education website for vacancies: <https://education.gov.mt/vacancies/> or <https://edurecruitment.gov.mt/>.
- 2.2 The applicant's GP47 will automatically be uploaded with your application for the consideration of the selection board as per Manual on Industrial Relations and the Selection and Appointment Process under Delegated Authority in the Malta Public Service and the PSMC Manual on Resourcing Policies and Procedures.
- 2.3 Qualifications which were required on entry as teacher/instructor are not required. Copies of qualifications are to be uploaded thru the portal. Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 2.4 With the exception of those qualifications referred to in paragraphs 2.5 and 2.6 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further and Higher Education Authority, which is to be obtained by submitting an online "Application for the Recognition of Qualifications" at <https://mfhea.mt/academic-qualifications/>. Such statement should be attached to the application and the original presented at the interview.
- 2.5 Prior to requesting recognition statements as per paragraph 2.5 above in respect of their qualifications, candidates should first consult the Malta Qualifications Database" of the MFHEA which can be accessed on: <https://qualifications.mfhea.gov.mt/#/dashboard>
- 2.6 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the MFHEA, which on the certificates states: The 'Malta Further And Higher Education Authority deems this certificate to be MQF '.

3.0 The selection process and the interview

- 3.1 All eligible applicants will be assessed by a selection board to determine in rank order their suitability to perform these duties.

- 3.2 Due consideration will be given to applicants in possession of additional appropriate recognised related qualification.
- 3.3 Applicants shall be informed of their eligibility and invited for an interview, or their ineligibility, via their email account.
- 4.0 Publication of result and the validity period**
- 4.1 HR will publish a merit list from which to call the next successful candidate if and when a vacancy arises.
- 4.2 Merit lists shall:
- a. be published on the Education Notice board at Floriana or any HCN office.
 - b. remain valid for a period of one year from date of publication.
- 4.3 A notification of the publication of the merit lists will be published by means of a circular.
- 4.4 Deployment will be made according to the merit list which will remain valid as per 4.2 above.
- 5.0 The process for the submission of petitions concerning ineligibility and result**
- 5.1 Applicants shall be informed of their ineligibility for the interview via the edurecruitment portal on their email account. Ineligible applicants can appeal the decision within five (5) school days from the date of the email.
- 5.2 Applicants requesting breakdown of marks may do so within **two (2) days** from the date of the circular announcing the publication of the merit list.
- 5.3 Applicants who would like to object to the outcome of the selection process may do so within **ten (10) days** from the date of the circular announcing the publication of the merit list.
- 5.4 Petitions as per paragraph 5.1, 5.2 and 5.3 above are to be submitted via the iLearn account **only** addressed to the Director, Resourcing on e-mail address: recruitment.meyr@gov.mt indicating in the caption **breakdown of marks** or **petition** as the case may be.
- 5.5 Persons sending breakdown of marks/petitions are to indicate which internal call (name plus circular number) they are referring to and in the case of petitions to explain clearly the grounds for their request.

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