

Ministry for Education and Sport

Position of Part-time Events Coordinator for the Mikiel Anton Vassalli College in the Ministry for Education and Sport

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education and Sport (MES) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MES 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.

1.1. The Permanent Secretary, Ministry for Education and Sport invites applications for the position of part-time Events Coordinator for the Mikiel Anton Vassalli College (MAVC) within the Ministry for Education and Sport for a definite period on a part-time basis, to serve in Malta.

1.2. A selected candidate may be asked to provide their service in any schools that fall under the Mikiel Anton Vassalli College according to the exigencies of the Malta Public Service and the subject/area applied for.

The schools falling under Mikiel Anton Vassalli College in Malta are:

- Malta School of Art, Valletta,
- Malta School of Music, Hamrun,
- Malta School of Drama and Dance, B'Bajda.

The Mikiel Anton Vassalli College offers several courses, at different times of the day from Mondays to Saturdays. Courses are usually held between 15:00 and 20:00 on weekdays, and from 08:30 to 12.30 on Saturdays. Other time schedules for learning courses may apply to ensure that all learner needs are met.

1.3. A selected candidate may be required to undergo any special training as deemed necessary.

Duration of assignment and Conditions

2.1. A selected candidate will be engaged as a part-time Events Coordinator in the Ministry for Education and Sport. The engagement will be on a definite basis for three (3) scholastic years, which may be renewed for further periods.

2.2. The position of Part-time Events Coordinator is subject to a probationary/trial period of six (6) months.

2.3. Since this is a position which is time-barred or linked to the completion of a specific task, the position of Part-time Events Coordinator constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

2.4. Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates from outside the Public Service must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

2.5. In terms of the requirements emanating from Directive 16, regarding the "Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration", issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates' previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed.

Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16 (available [here](#)).

Salary pegged to the position

3.1. Part-time Events Coordinator shall work on a part-time basis for a maximum of thirty (30) hours per week.

3.2. The Salary attached to the position of Part-time Events Coordinator for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iii) is equivalent to the maximum of Salary Scale 12 less an increment (equivalent to €19,189.50 in 2026), with attainment of maximum of scale on confirmation of appointment after the probationary/trial period of six (6) months or completion of six months service, whichever is the later.

3.3. The Salary attached to the position of Part-time Events Coordinator for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 (iv) is equivalent to the maximum of Salary Scale 11 less an increment (equivalent to €20,483.14 in 2026), with attainment of maximum of scale on confirmation of appointment after the probationary/trial period of six (6) months or completion of six months service, whichever is the later.

Duties

4. The job duties for the position of Part-time Events Coordinator may be viewed in Annex A attached to this Circular.

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 the 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"; **or**
- f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity 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.

In addition applicants must be:

ii. able to communicate in the Maltese and English language in order to sufficiently and adequately carry out the duties applied for;

AND

iii.

(a) in possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS credits, or equivalent*) in Drama or Arts or Theatre Studies or Dance or Design or Music or Performing Arts or Youth Studies or Information Technology or Management or Project Management or Marketing or Communications or Wellbeing or Creativity and Innovation or Social Sciences or Public Policy/Administration or in relevant areas as determined by Management; or

(b) Public Officers in a Scale not below Scale 15, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with five (5) years work experience relevant to the position.

OR

iv.

(a) in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS credits, or equivalent*) in Drama or Arts or Theatre Studies or Dance or Design or Music or Performing Arts or Youth Studies or Information Technology or Management or Project Management or Marketing or Communications or Wellbeing or Creativity and Innovation or Social Sciences or Public Policy/Administration or in relevant areas as determined by Management; or

(b) Public Officers in a Scale not below Scale 14, or Public Sector employees performing duties in the Public Service or RSSL employees, both at a comparable level of responsibility, with three (3) years work experience relevant to the position.

*A recognised qualification comparable to 60/120 ECTS credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application (subject to the provisions of clause 5.4 of the General Provisions document).

Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position, but may apply for a lower grade/position even if not confirmed and whether in the same stream or not.

5.2. (i) Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraph 5.1 or else as indicated in paragraph 3.1 of the general provisions https://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such **qualification** within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(ii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications. 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 (see link below).

Submission of Supporting Documents

6.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the Education Recruitment Portal on <https://edurecruitment.gov.mt>.

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

Selection Procedure

7.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

7.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.2, have proven relevant work experience.

Submission of Applications

8.1. Applications are to be submitted, for the attention of the Ministry for Education and Sport, through the Online Education Recruitment Portal **only** at the following address: <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by applicant and the employment history). The closing date of the receipt of applications is **1.30 pm (Central European Time) of Wednesday, 23rd September, 2026**. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

8.2. It is the responsibility of the applicants not to leave until the last moment for submission of their application.

8.3. Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4. Applicants are granted up to two (2) working days after closing date and time of this call for applications, to submit any incorrect or incomplete or missing documents.

Other General Provisions

9. **Other general provisions concerning this call for applications, with particular reference to:**

- applicable benefits, conditions and rules/regulations;
- lateral applications;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- qualifications at a higher level;
- comparative level of public sector employees;
- renouncement of pending applications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents;

may be viewed by accessing the address:

https://peopleandstandards.gov.mt/media/PDFs/Resourcing/GenProvs/GeneralProvisions_ENG.pdf.

These general provisions are to be regarded as an integral part of this call for applications.