Ministry for Education and Sport

Position of part-time Coach 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. The Permanent Secretary, Ministry for Education and Sport (MES) invites applications for the position of part-time Coach within the Ministry for Education and Sport for the following areas:

1. Strength and Conditioning
2. Rythmic Gymnastics

Duration of assignment and Conditions

2.1. A selected candidate will be engaged as a part-time Coach in the Ministry for Education and Sport. The engagement will be on a definite basis for one (1) scholastic year or less, which may be renewed for further periods.

2.2. The position of a part-time Coach is subject to a probationary/trial period of three (3) months.

2.3. Since this is a position which is time-barred or linked to the completion of a specific task, such constitutes an objective reason, the position of part-time Coach, 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 Coach shall work on a part-time basis for a maximum of twenty (20) hours per week which will be determined prior to the beginning of the scholastic year, depending on the number of applicants who would have applied to attend the courses and/or any exigencies which may arise/change from time to time.

3.2. A part-time Coach shall be paid at the rate of €20 per hour according to the number of lessons/work assigned plus pro-rata bonuses (mid-year and Christmas) and income supplement. The remuneration is inclusive of preparation, contact time and any other related duties.

Duties

4. The job duties for the position of part-time Coach 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 Identita` 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/or English languages in order to sufficiently and adequately carry out the duties applied for; and

iii. has a Sports emergency first aid certificate or equivalent; and

iv. in possession of any two (2) Advanced Level and any four (4) Ordinary Levels subjects or a recognised full qualification at MQF Level 4 with a minimum of 120 ECTS credits, or equivalent *; and

*A recognised qualification comparable to 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).

<u>Strength and Conditioning</u>

Apart from satisfying the above clauses 5.1 (i) to (iv), those applying to coach Strength and Conditioning are also required to:

v. have a minimum of four (4) years experience as a physical fitness coach.

Rythmic Gymnastics

Apart from satisfying the above clauses 5.1 (i) to (iv), those applying to coach Rythmic Gymnastics are also required to:

vi. have a minimum of four (4) years experience as a gymnastics coach; or

vii. have proof of competing.

viii. Applicants who have reached retirement age are also eligible to apply, on condition that they have the requested eligibility criteria mentioned above.

Short courses leading to awards, as distinct from qualifications, do not have the required number of ECTS credits at the respective MQF level and, hence, will not be considered for eligibility purposes.

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 said minimum qualification is not met, the appointment will be, for this reason, revoked.

(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 (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 **5.15 pm (Central European Time) of Monday, 16th November, 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.