MES/HR/152/2026

Circular No. HR/MES 23/2026

Ministry for Education and Sport
Education Building
Great Siege Road
Floriana VLT 2000

Date: 06th November 2026

To: Permanent Secretary,
Directors General, Directors,
Heads of College Network, Heads of School (State Only),
Learning Support Centre Coordinators,
Heads of Section/ Units

Post of Head of Department (Media (SEC) and Media (AVC)) 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 post of Head of Department (Media (SEC) and Media (AVC)) within the Ministry for Education and Sport.

Terms and Conditions

2.1. This appointment is subject to a probationary/trial period of twelve (12) months.

2.2. The salary for the post of Head of Department is Salary Scale 6, which in the year 2026 is equivalent to, €33,931.02 per annum, rising by annual increments of €596.33 up to a maximum of €37,509.00.

2.3. A Head of Department in Salary Scale 6 with twenty (20) years of teaching experience, five (5) years of which must be as service in the Grade of Head of Department, shall progress to Head of Department in Salary Scale 5, which in the year 2026 is equivalent to, €35,837.98 per annum, rising by annual increments of €640.67 up to a maximum of €39,682.00. Any years of service of teaching experience as a Supply Teacher shall be reckonable for the years of progression required in this clause.

2.4. An appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in the agreement between the Government and the Malta Union of Teachers (MUT) as signed on the 15th of July 2024.

2.5. A Head of Department, is expected to have a teaching load, consisting of a maximum of 10 lessons which do not exceed 8 hours in total per week, and will not be assigned any cover lessons beyond this limit.

2.6. 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).

Duties

3. The job duties for the post of Head of Department may be viewed in Annex A attached to this Circular.

Eligibility Requirements

4.1. By the closing time and date of this call for applications, applicants must be Public Officers in the Malta Public Service or Public Officers in the Malta Public Service on loan/detailed with/deployed with/on attachment to Public Sector Organizations.

In addition applicants must:

i. be able to communicate in the Maltese and English languages in order to sufficiently and adequately carry out the duties applied for; and

ii. be confirmed in their current grade of Teacher and in possession of a Permanent Teachers Warrant; and

iii. have not less than ten (10) scholastic years teaching experience, three (3) years of which should be in a state school; years of experience as Head of Department shall be deemed reckonable as part of the required years of teaching experience for the purposes of eligibility as outlined in this clause; and

iv. have served at least four (4) years out of the ten (10) scholastic years of teaching experience teaching the subject /area or at the level (Secondary, Primary or early childhood education and care level) for which the call for applications is issued.

v. Years of service as Supply Teacher shall be reckonable for the purpose of eligibility for the required years of experience.

As provided by clause 34 (2) of the Sectoral Agreement signed between the Government of Malta and the Malta Union of Teachers on 23rd August 2010, Instructors who have been re-designated as Teachers (Personal Basis) and who satisfy the eligibility criteria outlined in paragraphs 4.1 (i), (ii), (iii), (iv) and (v) above, shall be likewise eligible. It is being clarified that years of teaching experience in the grade of Instructor shall be reckonable as teaching experience in terms of paragraphs 4.1 (iii) and (iv) above.

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. Reversion to previous unconfirmed appointment is not possible.

4.2. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.3. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, the requisite eligibility level required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications.

Submission of Supporting Documents

5.1. 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.

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

Selection Procedure

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

6.2. Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

7.1. Applications are to be submitted, for the attention of the Ministry for Education and Sport through the Online Education Recruitment Portal **only** on https://edurecruitment.gov.mt. Applications are to include a Curriculum Vitae, completely up-to-date (which should include a list of qualifications held by the applicant and the emplyment history). The closing date of the receipt of applications is **5.15 pm (Central European Time) of Monday, 23rd November, 2026**. A computer-generated e-mail 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.

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

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

7.4. 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

8. **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.

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Mr Matthew Vella
Permanent Secretary
Ministry for Education and Sport