MES/HR/137/2026

Circular No. HR/MES 20/2026

Ministry for Education and Sport
Education Building
Great Siege Road
Floriana

Date: 6th November, 2026

To: Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

Post of Assistant Manager 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 invites applications for the post of Assistant Manager within the Internal Audit and Compliance Unit in the Ministry for Education and Sport.

Terms and Conditions

2.1 This appointment is subject to a probationary/trial period of six (6) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Assistant Manager for those applicants entering into the grade under the eligibility provisions of paragraph 4.1(a) or (c) is Salary Scale 12, which in the year 2026 is equivalent to €23,816.00 per annum, rising by annual increments of €354.00 up to a maximum of €25,940.00.

2.4 An Assistant Manager in Salary Scale 12 will progress to Scale 11, which in the year 2026 is equivalent to €25,435.00 per annum, rising by annual increments of €375.17 up to a maximum of €27,686.02 on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1(b).

2.5 An Assistant Manager who satisfies the eligibility provision of paragraph 4.1(b) will be placed in Salary Scale 11, and will progress to Scale 10 (€27,055.98 x €407.67 - €29,502.00) in the year 2026 on completion of three (3) years service as Assistant Manager in Salary Scale 11, subject to satisfactory performance.

2.6 Appointees will also be entitled to the payment of an annual class allowance of €500, subject to Central Administration's policies in force from time to time.

2.7 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at their own request to carry out duties elsewhere, in accordance with established vacancies.

2.8 The result will be valid for a period of two (2) years from the date of publication.

2.9 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 this post of Assistant Manager 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, or Public Sector employees seconded with the Malta Public Service, or RSSL employees. Public Officers who are on loan/detailed with/deployed with/on attachment to Public Sector organisations may also apply;

In addition applicants must be:

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

AND

a. In possession of a recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS credits, or equivalent*) in Management and Administration or Risk Management or Accountancy or a recognised comparable professional Diploma at MQF Level 4 in Accountancy, or in relevant areas as determined by Management.

OR

b. In possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS credits, or equivalent*) in Management and Administration or Risk Management or Accountancy or a recognised comparable professional Diploma at MQF Level 5 in Accountancy, or in relevant areas as determined by Management.

OR

c. (i) In possession of two (2) subjects at Advanced Level and three (3) subjects at Intermediate Matriculation Level (which must include two (2) of the following subjects: English or Maltese or Accounting) or a recognised pertinent comparable qualification.

OR

(ii) In possession of three (3) subjects at Advanced Level (which must include one of the following subjects: English or Maltese or Accounting)

*A recognised qualification comparable to 120/60 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).

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. Reversion to previous unconfirmed appointment is not possible.

Successful candidates who are in possession of a recognised MQF Level 4 (qualification or two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation Level or in possession of three (3) subjects at Advanced Level, or a recognised comparable qualification) in the areas highlighted in 4.1(a) or (c), shall enter as Assistant Manager (Salary Scale 12). Upon possession of a relevant Diploma at MQF Level 5, as indicated in paragraph 4.1(b), in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions stipulated in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 (i) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(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).

4.3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 4.1(a) to 4.1(c) 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.

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 (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** 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 the applicant and the employmeny 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