



## LETTER CIRCULAR- CALL FOR APPLICATIONS

- 1 Senior Coordinator (with a consultancy role)
  - 3 Officers in Charge Malta & 1 Officer in Charge Gozo;
  - 1 Officer in Charge Reliever Malta & 1 Officer in Charge Reliever Gozo  
for the SEC Preventive Classes – Summer 2025
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### 1.0 Introduction

**1.1** In the framework of the Youth Guarantee 3.0, and in connection with the Sec Preventive Classes for those students who will be sitting for the 2025 SEC Resit Examinations, Jobsplus is inviting applications from professionals for the various roles to perform duties for the period of 15<sup>th</sup> June till 31<sup>st</sup> October 2025.

#### **Senior Coordinator (with a consultancy role)**

- Minimum of 5 years experience in the grade of Head of School, Assistant Head of School or Management Role
- minimum of 15 years previous teaching experience in the state and non-state sector
- proven experience in consultancy and ability to manage scheduling and classification tasks efficiently.

#### **Officer in Charge**

- currently in the grade of Head of School, Assistant Head of School
- minimum 10 years previous teaching experience and minimum 2 years experience in a management role in the state and non-state sector

### 2.0 Eligibility Criteria

By the closing time and date of this call for applications, applicants must be in possession of the requirements as indicated in clause 1.1 above

**2.1** Applicants must have relevant work experience in:

- Classification/ grouping of students and Timetabling
- Participation in at least one (1) EU-funded project
- Supervising teaching staff

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

## **4.0 Duties and Responsibilities**

### **4.1 The Senior Coordinator will:**

- Provide consultancy services in line with organizational requirements.
- Chair preliminary meetings and facilitate discussions.
- Oversee the classification of teachers and students per center and per subject.
- Assist officers in charge with logistical planning for both Malta and Gozo, particularly during timetable scheduling.
- Serve as a replacement for the Officer in Charge in cases where both the OIC and relievers are unavailable.
- Take charge of the coordination of the relievers for both Malta and Gozo.

### **4.2 The Officers in Charge will:**

- Carry-out preparatory work in preparation of classes including preparation of their centre timetable
- Communicate with teachers, prepare centres accordingly for classes
- Supporting students in the learning process, acting as a mentor and a reference point for students throughout the period of SEC Preventive Classes.
- Encouraging students to reach their maximum potential using all the facilities at their disposal to reach this goal.
- Acting as a liaison between the student and project administrators facilitating relationships and helping resolve issues.
- Acting as a Coordinator of the Centres in Malta and/or Gozo according to a scheduled timetable agreed upon with the Project Leader or Project Manager or his/her delegate.
- Scheduling and grouping students into classes and assigning teachers that are particularly suitable in terms of experience and expertise to the class involved.
- Taking care of and making special provisions for students with special needs.
- Ensuring order and discipline help resolve conflicts, and promote healthy relationships between students, staff, and parents/guardians.
- Managing the physical resources at the disposal of the coordinator to ensure that students enjoy an optimal environment for learning.
- Supervising the academic and pedagogical quality of teaching and learning, ensuring that students are given the best opportunities for learning and preparation for the SEC Resit Examinations (2025 sessions).
- Ensuring the efficient use of all past papers provided to the teachers.

- Implementing quality procedures to ensure that lessons start and end as scheduled, are centered fully around student's needs and engagements, and are communicated to the Project Leader.
- Motivating and supporting all staff.
- Compiling and up keeping the Centers' statistics, as well as student and staff records which will form the basis of future reports and statistics to ameliorate the initiative for students
- Ensuring the provision of a functional record keeping and filing system, and the timely and correct submission of data and information, including the teachers' attendance/time sheets, and the collection of ESF+ Participant Data Collection Form requested by the regulatory bodies and the Project Leader or Project Manager or his/her delegate.
- In collaboration with the relevant agencies and officials, ensuring the proper maintenance and servicing of the school building, facilities, and equipment, as well as the cleanliness of the Centers' environment; making sure that all premises are safe and of high standard for both student and staff, and reporting any issues and problems to the Project Leader.
- Supervising the teaching staff provides the service, to ensure a high standard of teaching for the students.
- Supervision and mentoring of student workers doing the Summer placement.
- Performing duties as directed from time to time by the Project Leader or his/her delegate.
- Fulfilling all duties under this Agreement diligently and professionally and abiding strictly by the terms and conditions of this Agreement.

### **Duration of assignment and conditions**

**5.0** The selected candidates will be required to serve until October 2025, except for situations deemed by the Youth Guarantee Project Leader as special circumstances.

**5.1** The selected candidates will be expected to carry out duties as follows:

<b>POSITION</b>	<b>SENIOR COORDINATOR</b>	<b>OIC – MALTA &amp; GOZO</b>	<b>OIC Reliever – MALTA</b>	<b>OIC Reliever – GOZO</b>
<b>COMMISSIONED HOURS</b>	Work a max. 80 hours (total includes preparatory phase meetings and implementation)	Work a max. of <b>300 hours</b> (total includes preparatory phase meetings and implementation)	Work a max. of <b>120 hours</b> (total includes preparatory phase meetings and implementation)	Work a max. of <b>50 hours</b> (total includes preparatory phase meetings and implementation)
<b>REMUNERATION</b>	<b>€25 gross for every hour of work.</b>	<b>€15 gross for every hour of work.</b>	<b>€15 gross for every hour of work.</b>	<b>€15 gross for every hour of work.</b>
<b>Contract Period</b>	The chosen candidates must serve annually during the same period until October 2028	The selected candidates will be required to serve until October 2025	The selected candidates will be required to serve until October 2025	The selected candidates will be required to serve until October 2025

The selected applicants will be employed on a contract for service basis.

## 6.0 Submission of Applications

- 6.1** Application forms will be received via email till Friday 18th April 2025 end of business.
- 6.2** To apply, interested and experienced applicants should send an email to [revisionclasses@gov.mt](mailto:revisionclasses@gov.mt) with the following information and documents:
- A cover letter clearly stating which role they are applying for (i.e., Senior Coordinator, OICMALTA / OIC MALTA-RELIEVER / OIC GOZO / OIC GOZO-RELIEVER) and specifying any travel plans for the period between 15<sup>th</sup> July and 30<sup>th</sup> August 2025
  - Detailed CV
  - Preference will be given to candidates who will be fully available within the above specified period (i.e. 15<sup>th</sup> July – 30<sup>th</sup> August).
- 6.3** An email confirmation receipt of application will be sent to all applicants.
- 6.4** Late applications will not be taken into consideration.

Applicants in receipt of notification to attend the interview and who are no longer interested or cannot keep the interview should notify the Chairperson of the Interviewing Board.



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