

## LETTER CIRCULAR - Institute for Education

**Date:** 12/12/2019

**Ref:** IfE 101/2019

**From:** Joanne Grima – CEO

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**Subject:** Expression of Interest for the services of a Research Analyst

**Application Link:** <https://bit.ly/2CgTFK5>

**Deadline:** Noon (CET) of 22/12/2019

**Further Info / Requirements:** Motivation letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt)

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The Institute for Education (IfE) invites applications from those outside the Institute for Education interested to offer their service as a Research Analyst with the Institute on a contract for service basis.

### Duties and Responsibilities

The Research Analyst will be responsible for:

- a) Identifying project goals, research methods, variables, and other test parameters;
- b) Choosing how to collect data, offering recommendations on evaluating projects and making research schedules to monitor the activities;
- c) Analysing various sets of data, interpreting and writing reports;
- d) Conducting quantitative and qualitative analyses of the Institute for Education, drawing upon administrative data housed at schools and Education Departments, other Ministries and sources that collaborate with the Ministry for Education and Employment;
- e) Supporting programmes in the collection, processing, and management of a variety of student and school-level data; processing incoming source data; restructuring data files; evaluating data quality and performing data-cleaning operations as needed;
- f) Developing and maintaining relationships with outside organisations conducting education research and evaluation;
- g) Managing, coordinating and vetting the production, presentation, evaluation and dissemination of research reports and project deliverables;
- h) Providing guidance for protocols around data storage and documentation, data security, and systems for maintaining human subjects research records and documentation.
- i) Providing on-time, accurate data for stakeholders as needed;

- j) Working collaboratively with partners to support data collection and reporting needs and to provide guidance in the use of data for programme development purposes.
- k) Organising and storing data for future research projects;
- l) Recommending changes and improvement based on research findings;
- m) Informing and advising the Senior Manager Research and Development and/or CEO.

### Eligibility Criteria

By the closing time and date of this expression of interest, applications will be received from those who are in possession of:

1. a recognised qualification (First Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in a relevant area issued by an institution of higher education duly recognised by the Education Authorities; **AND**
2. a recognised qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) in a relevant area issued by an institution of higher education duly recognised by the Education Authorities;
3. Proficiency in Maltese and English languages;
4. Digital Skills.

### Selection Process

Applicants will be required to sit for a face-to-face interview. Applicants with qualifications over and above those required and previous experience in this area will be preferred.

### Remuneration

Remuneration will be at €12.39 per hour excluding VAT on a contract for service basis for one year (1) year. The Research Analyst will work from the Institute or as required by the Senior Manager Research and Development and/or CEO for a maximum of 15 hours per week or as prescribed by the management and according to the exigencies of the Institute for Education.

The services of the selected candidate may, for a justified reason, be terminated at any time at the discretion of the CEO Institute for Education.

### Submission of Applications

Interested applicants are asked to submit an online application by following the link: <https://bit.ly/2CgTFK5> . The motivation letter together with a Europass *Curriculum Vitae* and scanned certificates and/or testimonials will be received in the first instance by the Institute for Education at [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt) by not later than **noon (Central European Time)** of

**Sunday, 22<sup>nd</sup> December 2019.** Original certificates and/or testimonials are to be invariably produced for verification during the interview.

Thank you.

**Joanne Grima**  
CEO Institute for Education