

## LETTER CIRCULAR - Institute for Education

**Date:** 25/02/2020

**Ref:** IfE 15/2020

**From:** Joanne Grima – CEO

**Subject:** Update in the expression of Interest for those interested to offer their services as Receptionist with the Institute on a contract for service basis.

**Application Link:** <http://tiny.cc/r6gbkz>

**Deadline:** Noon (CET) of 06/03/2020

**Further Info / Requirements:** Europass *Curriculum Vitae*; scanned copies of certificates, testimonials/reference letters, police conduct to be sent by email to [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt)

With reference to Letter Circular IfE 13/2020, the Institute for Education (IfE) is pointing out an update in the following sections:

### Remuneration

Remuneration will be at €8.00 per hour excluding VAT on a contract for service basis for one (1) year. The Receptionist will work from the Institute on either shift 1 or shift 2. Two (2) or more receptionists will be giving service on a roster. Service will be given between Monday and Friday.

### Roster

	Date	Time in	Time out	Daily Hours	Weekly Hours
Winter Shift 1	1 <sup>st</sup> October- 15 <sup>th</sup> June	8.00	13.00	5	25
Winter Shift 2	1 <sup>st</sup> October- 15 <sup>th</sup> June	13.30	18.30	5	25
Summer Shift 1	16 <sup>th</sup> June – 30 <sup>th</sup> September	8.00	12.00	4	20
Summer Shift 2	16 <sup>th</sup> June – 30 <sup>th</sup> September	13.00	17.00	4	20

The roster as presented above may be liable to change according to the exigencies of the Institute for Education. The services of the selected applicant 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: <http://tiny.cc/r6gbkz>. The 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 the 6th March 2020**. Original certificates and/or testimonials are to be invariably produced for verification during the interview.

Thank you.

**Joanne Grima**  
CEO Institute for Education

