

LETTER CIRCULAR

Institute for Education

Expression of Interest

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Information: X

Date: 16th October 2017

Action Required: X

Ref: IfE 48/2017

To: Directors General, Directors, Assistant Directors, Service Managers, Heads of Entities, College Principals, Heads of State and Non-State Schools, Private Secretaries to Minister and Parliamentary Secretary, Operations Department Staff, Office of the Permanent Secretary, MEDE Outstations.

From: Joanne Grima - CEO Institute for Education

Subject: Expression of Interest for Course Co-ordinators with the Institute for Education

The Institute for Education (IfE) invites applications from those interested to offer their services as Course Co-Ordinators with the Institute on a contract for service basis.

Duties and Responsibilities

The Course Co-ordinator will be responsible for:

- Ensuring the course modules developed by the learning programme development experts are cohesive and complimentary to each other and that the pedagogy and assessment used is in line with the Institute's policies;
- The administration, smooth running of the course, maintaining all records of the course and liaising with the Senior Manager programme Development and with the Manager Centre Administrator;
- For developing time-tables, sending documents and communicating with lecturers and course participants, inputting of attendance, adherence to policies, informing course participants of results;
- Ensuring lecturers and course participants adhere to deadlines for submission of assessment tasks;
- The co-ordination of practice placement and/ or internships;
- Collecting and analysing feedback.

Eligibility Criteria

By the closing time and date of this expression of interest, applications will be received from Heads of School, Assistant Heads of School, Heads of Department, INCOs, School Counsellors and Teachers who are in possession of a recognised qualification (First Degree) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) issued by an institution of higher education duly recognised by the Education Authorities.

Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities.

Remuneration

Remuneration will be at €12.31 (scale 7) per hour excluding VAT on a contract for service basis for three (3) years with the possibility of renewal for another three (3) years. The Course Co-ordinator will work from the Institute or from the premises where the course will be held.

15th September – 15th July – from 15.30 to 18.30, Monday to Friday

16th July – 14th September - from 13.30 to 16.30, Monday to Friday

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. Applicants for the above mentioned post may be required to sit for a face-to-face interview.

Submission of Applications

Interested applicants are asked to submit an online application by following the link: <https://goo.gl/9AGt9d> . 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@ilearn.edu.mt by not later than **noon (Central European Time) of Tuesday, 31st October 2017**. Original certificates and/or testimonials are to be invariably produced for verification should the applicant be required to sit for interview.