

## LETTER CIRCULAR - Institute for Education

**Date:** 28<sup>th</sup> November 2019

**Ref:** IfE 92/2019

**From:** Joanne Grima – CEO

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

**Subject:** Position of Administrative Officer with the Institute for Education

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Please bring the attached vacancy call to the notice of all employees under your responsibility.

Thank you.

**Joanne Grima**  
**CEO Institute for Education**