



## VACANT POSITION

**Jobsplus permit number 177/2019**

### Head of Admissions

**Contract:** Definite - 36 months subject to a probationary period of one year.

**Hours of Work:** Minimum 40 Hours per week

**Eligibility Requirements:** By closing date of this application applicants must be

1. (a) citizens of Malta; or  
  
(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or  
  
(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or  
  
(d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or  
  
(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

2. Must be proficient in the English language;

3. In possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Education or Management or a comparable professional qualification, plus three (3) years relevant work experience of which one (1) year must be in a management position;

Or

a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Education or Management or a comparable professional qualification, plus five (5) years relevant work experience of which one (1) year must be in a management position.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

4. Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).
5. Applicants must be eligible to take up their due appointment, in terms of 1 to 4 above, not only by the closing time and date of this call for applications but also on the date of appointment.
6. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

**Salary:** €35,215 and a performance bonus of up to 15%, €1,630 expense allowance, €4,658 car allowance and €1,600 communication allowance.

**Job Description:**

- a) To plan, organize, implement, and administratively manage all activities related to the Office of the Head of Admissions and academic advising, including serving as official custodian of student records, in a manner that is consistent with the Institute's mission and accreditation standards.
- b) To develop appropriate eligibility criteria and procedures for all courses.
- c) To provide leadership, management and coordination for the daily operations of the Head of Admission's Office to ensure security, maintenance, and integrity of the manual and electronic student records/data.

- d) To provide academic advising.
- e) To lead the enrolment and retention of students consistent with the Institute's mission and policies and procedures.
- f) To provide direction for registration and registration reporting processes.
- g) To provide accountability for implementing and monitoring policies concerning student enrolment, enrolment verification, academic records, grade reporting and processing, academic progress, graduation, certificate and degree certification.
- h) To develop and manage annual departmental programme review including integration of units' plans and assessments with institutional planning and assessment initiatives.
- i) To monitor operational activities to meet goals, ethics and guidelines, and to ensure compliance with national regulations, and accreditation standards.
- j) To establish verification processes and regulations and follow such regulations to ensure learning programmes reach high quality standards.
- k) To examine yearly the fitness for purpose and effectiveness of the eligibility criteria and processes related to student services.
- l) To examine the regulatory compliance of the Institute for Education.
- m) To implement recommendations included in internal and external quality assurance audits.
- n) To promote a quality culture among course participants and ensuring standards are kept high.
- o) To develop strategies for the implementation of the objectives of the Institute for Education.
- p) To keep updated with international developments and translate such knowledge into ideas and projects that further improve the work of the Institute.
- q) To liaise with NCFHE re eligibility requirements of accredited learning programmes.
- r) To seek standardisation and simplification in all procedures related to the Institute.
- s) To establish and monitor structures for the admission, progression, recognition and certification of participants into learning programmes according to the predefined and published regulations.
- t) To develop appropriate recommendations for the implementation of related technology applications in support of enhanced services offered through the Office of the Head of Admissions.
- u) To maintain, generate and analyse data and reports, to support assessment and development of a culture of continual quality improvement.
- v) To organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through.
- w) To handle sensitive and confidential information appropriately and with discretion.
- x) To analyse and synthesize data from a wide variety of sources, and present the resulting information in a clear summary.

- a. Provide information periodically on the status and results of the annual audit report and the sufficiency of resources.
  - b. Report significant issues related to the processes concerned with IfE activities, including potential improvements to those processes.
  - c. Coordinate with and provide oversight of other control and monitoring functions (compliance, legal, ethics, external audit).
  - d. Report should be available to the CEO whenever requested.
- y) To maintain contact with the Chief Executive Officer by giving regular updates on the activities related to quality assurance and make proposals that enable the Institute to achieve better performance and improve accountability.
- z) To Manage other responsibilities as may, from time to time, be assigned by the Board and advise the Chief Executive Officer on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient.

**Interested applicants are requested to submit an application by following the link: <https://bit.ly/2WgDMLb> and send their CVs and scanned copies of their qualifications by not later than the 23<sup>rd</sup> June 2019 via email on [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt)**