



## **Call for an ELT Council Officer within the ELT Council**

**Jobsplus Permit Number 15/2026**

### **Organisation**

The **ELT Council**, within the Ministry for Education and Employment, is seeking to recruit an **Officer**.

### **Main Responsibilities**

#### **1.1 Areas of Responsibility**

ELT Council Officers will support the ELT Council in the following areas, as designated by the CEO from time to time:

- a) ELT Council Regulatory Affairs and Policy matters
- b) Quality Assurance and Monitoring Visits
- c) Communications and Marketing (including Digital and Online)
- d) ELT Student Affairs
- e) ELT Teacher Affairs
- f) ELT Industry matters
- g) TELT, SEPTT and ELT Council examinations and courses
- h) Statistics, Reporting, Accounts and Administration work
- i) Research and Projects

#### **1.2 Development of Assigned Areas**

ELT Council Officers will be responsible for the development of their assigned areas of responsibility as delegated by the Commission and the CEO from time to time.

#### **1.3 General Duties**

All ELT Council Officers will form part of the Council and will generally:

- a) develop intellectual leadership in the designated area of responsibility assigned by the CEO;
- b) develop the relevant capabilities and standard operating procedures within the ELT Council to address the designated area;

- c) inform and advise the CEO on the designated area;
- d) draft reports on the area and review policies from the perspective of the designated area;
- e) support the CEO to deliver its objectives as laid out by LN 221 of 2015 and as prescribed by the ELT Council Chairperson and Members from time to time;
- f) collaborate with all clients and stakeholders on issues related to the designated area of responsibility; and
- g) source, compile and analyse the information required to support the above functions.

### **Eligibility Requirements**

Applicants must satisfy one (1) of the following eligibility routes, together with the language, experience, and conduct requirements below.

#### **Route A – Qualifications Route**

- In possession of a recognised qualification at MQF Level 6 with a minimum of 180 ECTS/ECVETS (or equivalent) in a relevant area, including but not limited to:
  - Education (including English / ELT / TESOL)
  - Public Policy or Public Administration
  - Management, Administration, or Business Studies
  - Social Sciences
  - Communications or related disciplines
  - English or any other relevant area

OR

#### **Route B – Public Officer Route**

- A Public Officer in a Scale not below Scale 12 with four (4) years' relevant work experience.

### **Experience Requirement**

- A minimum of two (2) years' relevant work experience in ELT policy, education administration, regulatory work, quality assurance, or a comparable field.  
(Equivalent combinations of higher qualifications and experience may be considered in line with public service practice.)

## **Language Requirement**

- Ability to communicate well in both Maltese and English.

## **Qualifications Pending**

- Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.
- Candidates who have not yet formally obtained the required qualifications will still be considered, provided they submit evidence that they have been approved for the award of the qualification by the closing time and date of the call for applications.

## **Conduct**

- Be of conduct appropriate to the post/position applied for:
  - Applicants already in the Malta Public Service must produce a Service and Leave Record Form (GP 47);
  - Applicants 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.

## **Applications**

Candidates should submit:

- a letter of application;
- a summary of qualifications and experience in **European Curriculum Vitae format**; and
- copies of relevant scanned certificates

Applications should be sent by email to **info.eltcouncil@gov.mt**

## **Closing Date**

**Tuesday 27 January 2026 at noon**

## **Further Information**

Further information may be obtained via email from **info.eltcouncil@gov.mt**