

CALL FOR APPLICATIONS

CHIEF EXECUTIVE OFFICER (CEO)

The ELT Council Malta invites applications for the post of Chief Executive Officer. The selected candidate will lead the Council's administration and daily operations, oversee the Council's officers, implement the Council's decisions, and ensure effective governance and regulatory oversight in line with the Council's mandate within Malta's English Language Teaching sector.

Position Description:

Overall, Purpose of Position

The Chief Executive Officer shall head the officers of the English Language Teaching Council and be responsible for the overall administration and day-to-day management of the Council and its office. The Chief Executive Officer shall ensure the effective implementation of the Council's decisions, provide the necessary administrative and operational support for its meetings, and oversee the execution of its policies and directives. The Chief Executive Officer shall report to the Chairperson and to the Council.

Main Responsibilities

Planning and Budgeting

- Oversee the coordination and preparation of the Entity's annual Financial Estimates and conduct preliminary analysis of estimate proposals.
- Coordinate the setting of the strategic direction and the administration of the Entity's Budget.
- Co-ordinate the preparation and delivery of the Entity's strategic and business plans.
- Co-ordinate the provision of senior policy direction on the preparation and implementation of operational plans and budgets within the Entity.

Management and Technical

- Assume full responsibility for the administration and organization and the administrative control of the officers and employees of the English Language Teaching Council and for such purpose assign to each officer or employee such duties as may be required.
- Develop the necessary strategies for the implementation of the objectives of the ELT Council.
- Advise the Minister and the ELT Council on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient;

- Regulate and generally supervise the work of the ELT Council Officers in accordance with regulatory requirements and standards;
- Liaise with other public bodies concerning the supply of data and the coordination of activities with implications for the ELT Council;
- Keep updated with international developments relevant to the work by following the published literature, attending relevant conferences, training sessions and workshops and networking with peers to transmit such knowledge and translate such knowledge into ideas and projects that further improve the ELT Council in particular and the provision of ELT services in general;
- Perform such other duties as the Minister may assign to him/her from time to time.
- Take overall responsibility for the functions and responsibilities of the ELT Council, which shall be:
 - a. to issue licences in terms of the English Language Teaching Council regulations (L.N. 221 of 2015), to suspend and withdraw licences and set and enforce conditions thereto;
 - b. to monitor compliance by Schools, Home, Tuition Providers, Distance Learning Providers, English Language Teachers with the provisions of the Education Act (Cap 327), the English Language Teaching Council regulations (L.N. 221 of 2015), the Schedules, licence, ELT Permit and ESP Permit conditions as applicable, and Council rules as it may determine and publish on the Council's website from time to time, and to take all such measures it may consider appropriate against any such School, Home Tuition Provider, Distance Learning Provider, English Language Teacher thereof;
 - c. to carry out quality assurance procedures, establish and maintain rules, regulatory mechanisms for quality assurance on all aspects of ELT stays and on Distance Learning and to ensure adherence thereto;
 - d. to develop and maintain curricula, assessments and examinations for the professional training and qualification of persons eligible to become English language teachers and non-academic support staff, and to monitor compliance thereto.
 - e. to develop and maintain a sectoral framework for ELT qualifications referenced to the National Qualifications Framework.
 - f. to establish, develop, maintain and own brands, marks of distinction or trust and signs of quality assurance and to promote and regulate their use;
 - g. to advise the Minister on the state, operation, needs and prospects of ELT in general and to compile and submit by no later than six weeks after each year in office an annual report thereon and on the policies, functions and plans of the Council;
 - h. to prescribe and charge the fees payable to the Council for any service provided by it, or in respect of any matter for which it is considered that a fee should be payable in accordance with Schedule 2 of the English Language Teaching Council regulations (L.N. 221 of 2015);
 - i. to determine and levy fine or penalties in cases of non-compliance;

- j. to advise on and promote the proficiency of English and the benefits of ELT nation-wide; to gather any data necessary for the enhancement of the sector; and
 - k. to perform such other functions as the Minister may from time to time prescribe.
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- Oversee the coordination of any media and communications related to the Entity.
 - Seek standardisation and simplification in all procedures related to the Entity.
 - Ensure that information sessions are organised as required with a view to ascertaining that all stakeholders of the Entity are fully informed and conversant with regulations, procedures and policies pertaining to the Entity.
 - Ensure the delivery of the strategic and operational plans of the Entity within approved budgets.
 - Provide leadership to the staff of the Entity, and manage their performance, in part by agreeing personal performance plans with them, evaluating their performance, providing regular feedback, and pointing out areas for improvement.
 - Review at a strategic level, the utilisation of the resources of the Entity, and ensure that these are used fully and effectively in a manner encouraging client confidence.
 - Alert the Permanent Secretary to any issues, problems and unmet administrative requirements that require attention and make appropriate recommendations.
 - Advise the Permanent Secretary on the operational implications of new administrative policies or changes to existing policies.
 - Undertake longer term policy and operational planning and carry out any research as may be required.
 - Establish standards of performance and implement performance reviews and performance improvement plans.
 - Ensuring visibility of the work of the ELT Council, and fostering community participation, rapport with EFL schools, industry stakeholders and other educational institutions.
 - Fostering the sustainable growth of the ELT Council through the promotion of increased services.
 - Make proposals to the Permanent Secretary to enable the Entity to achieve better performance and to improve accountability.

Consultation

- Develop and maintain contacts with senior officials in the Ministry for Education, Youth, Sports, Research and Innovation, other Ministries, parastatal bodies and the private sector to ensure a cross-cutting approach to policy making and service delivery, and the identification and resolution of problems in a fully co-ordinated way.
- Represent the Entity and, where and as appropriate, exercise a strategic role on inter-Ministerial or inter-governmental policy development or planning teams.
- Liaise with officials in foreign jurisdictions to ensure that, where necessary, agreements or protocols are established.

Continuous Professional Development

- Keep well informed and up-to-date on all matters in all areas related to the ELT Council, and on any national or international obligations affecting this area.
- Take every opportunity to acquire new leadership and management skills.

Others

- Manage or discharge such other responsibilities as may, from time to time, be assigned by the Chairperson or the Council.

Working Conditions

- Ability to work under pressure.
- May be required to work late or at weekends or public holidays to meet deadlines.
- May be required to travel abroad on official business.

Management Knowledge / Skills / Qualifications

- A relevant higher education qualification (level 7 on the MQF).
- A minimum of eight (8) years' relevant professional experience, including at least five (5) years in a senior managerial or regulatory leadership role within the public sector or public service.
- Excellent and up-to-date knowledge in matters related to all areas related to management.
- A thorough knowledge of legislation and policies related to the ELT Council.
- Knowledge of regulations, structures and practices pertaining to the ELT Council.
- Proven leadership skills, especially the ability to get the best out of people, and a strong focus on delivering results.
- The ability to reach sound, supportable and independent conclusions on policy issues, and to produce innovative recommendations and effective solutions.
- Seasoned judgement and the ability to take sound decisions.
- Excellent communication (oral and written) and interpersonal skills; and
- Full computer literacy.

Interested applicants are invited to submit their CV and supporting documentation by 20th March 2026.

*Jobsplus Permit No. 194/2026

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