



SKOLASAJF SECTION

Tel: 25982370

E-Mail: skolasajf@gov.mt

Fax: 25982122

Letter Circular

Ref: SSD 41/09

Date: 17th April 2009

To: All Heads of School (State Only) & Sections

From: Ms. Mary Rose DeBono, Service Manager Projects and Initiatives

Subject: Skolasajf 2009 - Call for Applications for National Coordinators

Please bring the following to the attention of all members of staff:

Applications will be received from Heads, Assistant Heads of School, Teachers and Instructors to act as National Coordinators for Skolasajf. Applications must bear the signature of the Head of School/Section as well as the school stamp.

The National Coordinators will be responsible for:

- Administration and co-ordination of the Skolasajf programme and the other Special programmes at a National Level
- Maintenance of all records of the programme
- Liaison with other sections in the Directorate for Educational Services for the proper running of this programme
- Designing, planning and implementing new initiatives
- Evaluation of all programmes.

The National Coordinators will be paid half the salary pro rata per diem. They are expected to work on an extended day programme including flexible hours.

Applications should be made on the enclosed form (B) or a photo-copy thereof. Applications should reach:

**Directorate for Educational Services
Student Services Department
Skolasajf Office
Room 116
Attn: Ms Winnie Vella
Great Siege Road
Floriana VLT 2000**

by not later than Friday 8th May 2009.

Envelopes should be marked **Skolasajf - National Coordinators**.

**Mr. George Borg
Director Student Services**

enc.

APPLICATION FOR THE POST OF NATIONAL COORDINATORS
Skolasajf 2009

Name and Surname _____

N.I. No _____ I.D. No. _____

Paylist No. _____

School/Section _____

Grade _____ Date of last Appointment _____

Personal Address _____

_____ Home Tel. No. _____

Mobile No. _____

Address of summer residence _____

telephone number (if applicable) _____

Have you had previous experience of similar projects?
(cross out where not applicable)

YES	NO
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State details _____

Signature of Applicant _____

Signature of Head of School/Section _____

School Stamp _____

Date _____

This information is being collected in compliance with the Data Protection Act. It may be used as necessary by the Directorate for Educational Services authorities.

EDUC/01/04/08