



**MINISTRY OF EDUCATION & RELIGIOUS AFFAIRS
DIRECTORATE OF GREEK STUDIES ABROAD AND INTERCULTURAL EDUCATION
DEPARTMENT OF FOREIGN AND MINORITY SCHOOLS AND INTERCULTURAL EDUCATION**

**SUPPLEMENTARY VACANCY ANNOUNCEMENT NO 2063 A/131637/Z1/19-8-2014
FOR FILLING TEACHING POSITIONS IN THE ENGLISH SPEAKING SECTION OF THE PRIMARY DEPARTMENT
AT THE “SCHOOL OF EUROPEAN EDUCATION” IN HERAKLION, CRETE**

The Minister of Education and Religious Affairs, having taken into account the provisions of Law 3376/2005 (Official Gazette 191, Section A') and Ministerial Orders 377/65936/Z2/21-6-2007 (Official Gazette 1074, Section B') and 373/157788/Z2/8-12-2008 (Official Gazette 2559, Section B) and in order to fulfill teaching positions for the school year 2014-2015 in the School of European Education (S.E.E.) in Heraklion, Crete, stipulated by the Φ.32/5368/Z1/10-7-2014 official request of the Regional Directorate of Primary and Secondary Education in Crete, publishes this vacancy- not correlated to the official list of substitute and hourly wage teachers- announcement to call for teachers in the following specialties noting that priority will be given to native speakers:

1. One (1) nursery teacher hired under a fixed term contract for the Primary Department (Nursery) of the English-speaking section
2. One (1) part-time substitute Latvian language teacher for teaching Latvian as mother tongue (Primary Department)

REQUIRED QUALIFICATIONS

- 1) The candidates concerned must have the following standard qualifications:
 - a) they must be **native speakers** of: i) English, regarding the teaching position of nursery and ii) Latvian in order to teach it as mother tongue
 - b) they must hold the academic credentials necessary to teach their subject in a nursery or primary grade, in an English/Latvian speaking country respectively,
 - c) there must be no impediment concerning their appointment according to the provisions of article 8 of the Code of Status of Public Civil Administrative Servants (Law 3528/2007, Official Gazette 26, Section A'),
 - d) they must be healthy and able-bodied so that they can perform their duties,
- 2) There is no age limit for the candidates (article No 10, par. 11, Law No 3051/2002, Official Gazette 220/ Section A'/ 20.9.2002).
- 3) Teachers who are non-native speakers of a language taught as mother tongue can be hired under the condition that :
 - a. they hold the required by the Greek Law qualifications for the teaching of the aforementioned languages or subjects and are fluent English speakers.
 - b. There is no impediment concerning their appointment according to par. 1c and
 - c. the National Inspector of the Primary or Secondary Department of the European Schools respectively, agrees to the recruitment of non-native speakers. Teachers mentioned in this

paragraph are placed in a different rating table, which comes into force when the rating table of native speakers is exhausted (article No2, par. 8, Ministerial Order 373/157788/Ζ2/8-12-2008, Official Gazette 2559/Section Β'/8-12-2008).

REQUIRED SUPPORTING DOCUMENTS

Candidates should submit the application form along with the following supporting documents:

- 1) A photocopy of the certified and translated true copy of the candidate's university degree that allows him/her to teach at a school of the same level in an English/Latvian speaking country respectively.
- 2) A photocopy of the candidate's passport or other official document which proves that s/he comes from an English/ Latvian speaking country respectively.
- 3) A certification issued by either educational or diplomatic authorities of the candidate's native country, which shall document that the holder of the degree in question is entitled to practice the teaching profession in a school of the same level in her / his country of origin.
- 4) An official declaration in which the candidate declares that :
 - The candidate was not dismissed during her/ his civil service due to any disciplinary offences or due to any other reason that entails definite discharge, owing to failure to perform her / his duties.
 - The candidate is not prosecuted as an absconder or as a fugitive from justice.
 - S/he is healthy and on the assumption of her/his duties, s/he undertakes the responsibility to present a health certificate issued by a First Degree Health Committee as well as a copy of her / his Criminal Record.
- 5) Her/ His Curriculum Vitae in which s/he is to cite any additional studies or further education or training proved by respective qualification documents. The CV shall include the duration of any prior work experience as well as the names of the educational institutions where the candidate obtained it, plus knowledge of any foreign languages apart from the candidate's mother tongue and the level of knowledge of the Greek language.
- 6) In addition to these standard documents, the candidates should submit, as needed, the following documents:
 - Officially translated and certified copies of any documents that prove their holders' post-graduate qualifications and their training in a certain specialized field.
 - Certifications issued by past employers or by a competent authority that verify any prior work experience.
 - Certifications which state prior teaching experience at a European School or the School of European Education in Heraklion, Crete.
 - A certification issued by a competent authority which states the duration of any further education or post-graduate training.
 - Photocopies of the officially translated, true copies of any certifications that prove foreign language proficiency or of the Greek language, according to the relevant provisions of the Law 4250/2014.
 - Publications.
 - Male candidates will have to officially declare that they have completed their military service, or that they have been lawfully and permanently exempt from it. On the assumption of their duties, they undertake the obligation to present the respective certification. Should the execution of their military service not be an impediment for their appointment to the State in

their native country, on the assumption of their duties the candidates shall have to present a relevant certification issued by a competent authority of their country.

If the candidates cannot produce certain certificates at the stage of applying these can be replaced by an official declaration and be submitted on the assumption of their duties. In case the required documents are not submitted at the stage of appointment or the candidates make a false declaration, apart from the legal implications concerning false declaration, they will not be appointed, even if they are deemed applicable.

NB: 1. All the aforementioned degrees, certificates and certifications issued abroad, should be officially translated into the Greek language by the Translation Services of the Ministry of Foreign Affairs, or by a professional translator certified by the Ionian University, or by the translations service of the Embassy or of the consulate of the candidate's native country in Greece, or by a lawyer, or by an unsalaried interpreter of the language for which he has been appointed by the Law 148/26.12.1913/1.2.1914.

2. For more information, the candidates should contact the Ministry of Education and Religious Affairs, Directorate of Greek Studies Abroad and Intercultural Education, Department of Foreign and Minority Schools (tel: 210 3442340) or the Regional Directorate of Primary and Secondary Education in Crete (2810 302440, 2810 302442).

EXAMINATION OF SUPPORTING DOCUMENTS AND SELECTION CRITERIA

The examination of the supporting documents and the selection of candidates will be carried out by the Committee as mentioned in paragraph 6b, Article 1 (Article 3) of Ministerial Order No 377/65936/Ζ2/21-6-2007 (Official Gazette 1074 Section Β').

More specifically, the dates on which the candidates are invited to the oral interview, the place and the procedure are determined by the above Committee. Through the personal interview the Committee will assess the candidates' proficiency of spoken Greek, their scientific and teaching achievements as well as the candidates' personality as a whole. Upon completion of the interviews and following the evaluation of the selection criteria and the overall performance of each candidate in the interview, the Committee will draw up rating tables of the candidates according to field and specialisation. In the event that two or more candidates share the same position in the rating table, the candidate with the best command of Greek comes first. If there is still a tie, a public lottery takes place in the presence of the candidates concerned following invitation, at which time, the date and place of the lottery shall be determined

The selection criteria, according to the aforementioned Ministerial Order, are assessed overall at a hundred (100) points, as follows:

1. Scientific and pedagogical background and training:

(a) PhD relevant to the candidate's specialisation or in Education Sciences, 8 points.

(b) PhD irrelevant to his/her specialisation, 4 points.

(c) Postgraduate degree (master's or other equivalent degree) relevant to the candidate's specialisation, 4 points.

(d) Postgraduate degree (master's or other equivalent degree) irrelevant to his/her specialisation, 2 points.

In the case that the candidate holds a PhD and master degree in the same discipline, only the PhD is taken into consideration.

(e) Very good knowledge of Greek, 10 points. Good knowledge of Greek, 5 points. Very good knowledge of Greek is proved by: i) the Greek language certificate issued by the Ministry of Education and Religious Affairs ii) the Greek language certificate level B (at least) issued by the Greek Language

Centre iii) a certificate proving that its holder has completed at least four years of studies in a Greek school or educational institution. Good knowledge of Greek is proved either by the Greek language certificate level A issued by the Greek Language Centre or a certificate proving that its holder has attended a Greek secondary school for at least two years.

(f) Publications, 3 points.

(g) Other university degree relevant to the candidate's specialisation or in education sciences, 2 points.

(h) Knowledge of other languages, apart from the candidate's mother tongue and the Greek language, 4 points for each (three at the most are taken into account). The knowledge of these languages is proved by the necessary qualification documents.

2. Administrative status and teaching experience:

Teaching experience in a European School or the School of European Education in Crete, 5 points for each year (5 years at the most are rated)

3. Interview:

(a) Knowledge of spoken Greek, 20 points.

(b) The candidate's overall performance and personality, 10 points.

If a candidate has already been assessed through an interview for the same position in the past, s/he can apply by noting not to be invited to the interview. In this case, his/her performance in the last interview is taken into consideration.

WHERE AND WHEN TO SUBMIT APPLICATIONS

The candidates will have to submit an application form accompanied by copies of their qualification documents to the **Regional Directorate of Primary and Secondary Education in Crete (6, Knosou Av., 71 306 Heraklion, Crete)** from 21 to 27 August 2014.

Marousi, 19-8-2014

The Vice Minister

KONSTANTINOS KOUKODIMOS