



VACANT POSITION

JOBSPLUS Permit Number 223/2019

Institute for Education

Administrative Officer

Contract: Indefinite

Salary Scale: Entry into the minimum of Salary Scale 9 progressing to Salary Scale 8 after five (5) years satisfactory service.

Hours of Work: Minimum 40 Hours per week

Qualifications and Experience:

By the closing time and date of this call for applications, applicants must

(i) have the ability to communicate in the Maltese and English languages;

(ii) hold a full ECDL certificate;

(iii) be in possession of a pertinent first degree at minimum MQF Level 6 minimum 180 ECTS, plus two (2) years relevant work experience in administration;

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

(iii) of good moral character;

Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience.

Salary: Entry into the minimum of Salary Scale 9 with €21,254 and increments of €447 up to a maximum of €23,936.

Job Description:

General

- scrutinising cases that do not fall within the scope of approved policy and procedures, and recommending appropriate action to management;
- advising management on the operational requirements of the unit/section and related areas of experience/expertise;
- dealing with specific queries and complaints;
- implementing departmental policy over a wide range of activities/services rendered by the department under the direction of management;
- creating and maintaining databases (ECDL standard level);
- compiling, drafting and proofreading documents for the consideration of management;
- attending meetings to support middle management as required;
- possibly being required to:
 - act as secretary to boards, committees, commissions and be required to write reports, to keep minutes and to deal with correspondence;
 - head an office within a department section and be responsible for identifying training needs;
 - monitor workflow and ensure timely procedures are being effectively adhered to;
 - ensure the smooth day to day conduct of business; and
 - act as an events coordinator;
- being familiar with pertinent legislation, such as, the Public Administration Act (PAA) and the Public Service Management Code (PSMC)/related manuals and Procedures;

Accounting

- Supporting the Institute in the management of financial and administrative management;
- Providing input in the preparation and the formulation of the Institute's business plan and the implementation of such plan;
- Ensuring efficiency and effectiveness in the management of the Institute's budget;
- Ensuring that records and statistics related to the Institute are accurate and up to date, as required by the CEO;
- Ensuring timely processing of financial records linked to projects partly financed through EU structural and other programme funds.

Human Resources

- Providing administrative support for HR Manager;
- Organising, compiling, updating the Institute's personnel records and documentation;
- Managing and updating HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off;
- Helping in payroll management, preparation and payment;
- Preparing, managing and storing paperwork for HR policies and procedures;
- Answering employees' questions and providing requested information;
- Maintaining schedule and coordinating calendar activities;
- Assisting recruiters in posting job ads on careers pages and processing received resumes;
- Answering telephone calls and provide needed information;
- Creating reports for senior management;
- Helping organize and manage new employee orientation, on-boarding, and training programmes.

Procurement

- Ensuring compliance with Financial and Public Procurement Regulations;
- Formulating accurate specifications in connection with calls for quotations/tenders for the procurement of services and goods, in full observance of the relevant government legislation, financial procedures and policies;
- Liaising effectively, where applicable, with the Senior Manager Administration and Finance so as to ensure the efficient procurement procedures related to the upkeep and maintenance of the Institute;
- Being responsible to monitor quotations, LPOs, invoices and contracts for ensuring correct payment;
- Being responsible in following up LPOs and commitments made for better public funds management;
- Ensuring the Institute is fully equipped and regularly resourced.

Inventory Management

- Providing continuous support to the Institute's administration to update the inventory database in line with the accrual accounting inventory system and eFinance;

- Inserting updated inventory lists into the general database for subsequent submission to the Finance and Administration Directorate;
- Submitting updated general databases to the National Audit Office and the Treasury Department.
- Any other duties according to the exigencies of the Public Sector as directed by the CEO of the Institute for Education

Interested applicants are requested to submit their CVs and a true copy of their qualifications by not later than the 15th May 2019 via email on ife.recruitment@ilearn.edu.mt .