

Internal Call
Senior Administrative Officer

Contract: Indefinite
Hours of Work: Minimum 40 Hours per week
Qualifications: A higher Education Qualification MQF Level 6 preferably in Management.

Knowledge / Skills

- Analytical and conceptual thinking skills in relation to position
- Good interpersonal, presentation and communication skills
- Ability to organise own work on projects within a set framework
- A commitment to quality management and customer service
- A demonstrated ability to work as part of a team
- Ability to use or learn office automation software packages
- Tact and diplomacy in dealing with clients and associates
- A demonstrated interest and ability to learn
- Preferably an appropriate tertiary qualification with three years of administrative experience or a combination of certified knowledge, education and experience

Overall Purpose of Level

The position is accountable to the Senior Manager – Administration & Finance for the purpose of providing management support in the provision of Administration, including accounting and finance services to the organisation.

Salary: Entry into the minimum of Salary Scale 8 with €22,644 with an annual increment of €487 up to a maximum of €25,566 progressing to Salary Scale 7 after six (6) years satisfactory service.

Job Description:

Broad Responsibilities

Management support and technical responsibilities may include the following:

- Analysis, planning and development of unit / function / programme
- Management and administration of unit / function / programme
- Monitoring and evaluation of unit / function / programme

General Management Support Responsibilities

- Supervising and coaching junior staff to achieve their targets and deliverables
- Analyses and interprets data relevant to the assigned task
- Reviews, develops and manages functions, systems and processes
- Assisting in the conduct of feasibility studies
- Assisting in the implementation of business plans and tracking of initiative status
- Developing recommendations arising from client interaction and feedback
- Scrutinising cases and provides notes to management of approved policy and procedures, and recommending appropriate action to management;
- Advising management and taking the lead on the operational requirements of the unit/section and related areas of experience/expertise;
- dealing and solving queries and complaints concerning the Institute;
- 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;
- Being conversant and familiar with pertinent legislation, such as, the Public Administration Act (PAA) and the Public Service Management Code (PSMC)/related manuals and Procedures;
- Be 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;
- Other duties as assigned by Management

Accounting

- Taking the lead to support 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.

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 with consumables.

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 and or any other appointed senior officer of the Institute for Education

Self-improvement

- Ensures to be well informed and up-to-date on technical requirements of the specific position responsibilities

Supervision Received

- Direction from Head or assigned senior officer

Working Conditions

- Normal office hours but may be required to work after hours to meet deadlines
- May be required to perform some duties in the next senior position as part of personal development programme
- Manage other responsibilities as may, from time to time, be assigned by the Chief executive officer.

Interested applicants are requested to submit their CVs and scanned copies of their qualifications by not later than the 27th January 2019 (noon) via email on ife.recruitment@ilearn.edu.mt.