



VACANT POSITION- Internal Call

Senior Manager Administration and Finance

Contract: Indefinite

Hours of Work: Minimum 40 Hours per week

Eligibility Requirements:

Applicants interested in the position

1. A. Are in possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in relevant areas to be specified or a comparable professional qualification, and a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification plus one (1) year relevant work experience in an educational institution;

Or

1. B. Are in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in relevant areas to be specified or a comparable professional qualification, plus five (5) years relevant work experience of which one (1) year in administration in an educational institution;

2. Are fluent in Maltese and English written and spoken;

3. Are digitally literate.

Selection Criteria

Applicants will be selected by an ad hoc selection board through a face to face interview on the following:

1. Competence in the domain of Administration;
2. Knowledge of legislations and policies on all areas related to administration of an education institution;
3. Knowledge of regulations, structures and practices pertaining to procurement regulations and internal review;
4. Knowledge on NCFHE standards pertaining to the administration of courses;
5. Project management;
6. Administration of EU projects.

Salary: €28,324 with annual increments of €641 up to a maximum of €32,170 and performance bonus of up to 10%, €1,000 Expense Allowance, €2500 car allowance and €1,000 all-inclusive communication allowance.

Job Description:

The roles and responsibilities of the Senior Administration and Finance include but are not limited to:

- a. Planning and coordinating administrative procedures and systems and devising ways to streamline processes;
- b. Ensure the smooth and adequate flow of information within the Institute to facilitate other business operations;
- c. Manage schedules and deadlines;
- d. Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints;
- e. Monitor costs and expenses to assist in budget preparation;
- f. Develop the Institute's Annual Report in collaboration with all other departments;
- g. Develop the Institute's Annual Prospectus in collaboration with the other departments;
- h. Handle marketing campaigns and all events such as symposia, conferences, seminars etc.;
- i. Perform procurement procedures in line with procurement regulations;
- j. Oversee facilities services, maintenance activities and tradespersons (e.g electricians, etc.)
- k. Organize and supervise other office activities (recycling, renovations, event planning etc.)
- l. Work towards the Institute's objectives while monitoring the strategic and operational plans of the Institute within approved budgets;
- m. Identify general efficiency gains leading to identifiable cost savings in collaboration with the Head of Finance;
- n. Develop a manual of procedures including all regulations and procedures required for the efficient implementation of high quality professional development by the Institute for Education;
- o. Examine the regulatory compliance of the Institute for Education;
- p. Establish priorities for greater efficiency while seeking standardisation and simplification in all procedures related to the Institute;
- q. Provide instructional leadership to department managers;
- r. Develop and review administrative policy and develop and implement the Institute's strategic plan;
- s. Develop and implement budgets for the administration department;
- t. Motivate staff;
- u. Implement the recommendations included in internal and external quality assurance audits;
- v. Promote a quality culture among IfE staff while building capacity on administration;
- w. Handle sensitive and confidential information appropriately and with discretion;
- x. Analyse and synthesize data from a wide variety of sources, and present the resulting information in a clear summary.
 - a. Provide information periodically on the status and results of the annual audit report and the sufficiency of resources;
 - b. Report significant issues related to the processes concerned with IfE activities, including potential improvements to those processes,
 - c. Report should be available to Board of Directors whenever requested,

- y. Manage other responsibilities as may, from time to time, be assigned by the Chief Executive Officer on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient.

Interested applicants are requested to submit their online application by following the link: <https://bit.ly/2ObjOj7> and sending their scanned qualifications and CV to ife.recruitment@ilearn.edu.mt by not later than the **30th November 2019 (noon)**.

Thank you.

Joanne Grima
CEO Institute for Education