

VACANT POSITION JOBSPLUS 12/2017

Senior Manager Administration and Finance

Contract: Definite - 36 months

Hours of Work: Minimum 40 Hours per week

Qualifications: A higher Education Qualification MQF Level 6 in Management

Experience:

- Recognised competence and experience in the domain of quality assurance in educational institutions;
- Recognised competence and reputation in the domain of management;
- Excellent and up-to-date knowledge in matter related to all areas related to management;
- A thoroughgoing knowledge of legislation and policy on all areas related to administration and procurement;
- Knowledge of regulations, structures and practices pertaining to administration and finance;
- Proven leadership skills, especially the ability to get the best out of people, and a strong focus on delivering results;
- The ability to reach sound, supportable and independent conclusions on policy issues, and to produce innovative recommendations and effective solutions;
- Seasoned judgement and the ability to take sound decisions;
- Fluent in Maltese and English written and spoken;
- Digitally literate.

Salary: €26,002 with annual increments of €641 up to a maximum of €30,559 and a performance bonus of up to 10%, €2500 car allowance and €800 all inclusive communication allowance.

Job Description:

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

- a. Work towards the Institute's objectives while monitoring the strategic and operational plans of the Institute within approved budgets.
- b. Identify general efficiency gains leading to identifiable cost savings in collaboration with the Senior Manager Quality Assurance.
- c. Ensure that the IfE develops appropriate measures and procedures to ensure institutional and financial probity.

- d. 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.
- e. Examine the regulatory compliance of the Institute for Education
- f. Review the organisational performance of the Institute;
- g. Establish priorities for greater efficiency;
- h. Provide instructional leadership to department managers
- i. Develop and implementing the Institute's strategic plan
- j. Review administrative policy
- k. Develop and implement budgets
- l. Prepare financial reports
- m. Motivate staff
- n. Implement the recommendations included in internal and external quality assurance audits;
- o. Promote a quality culture among IfE staff while building capacity on administration and finance among staff.
- p. Seek standardisation and simplification in all procedures related to the Institute.
- q. Handle sensitive and confidential information appropriately and with discretion.
- r. 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.
- s. Maintain contact with the Chief Executive Officer by giving regular updates on the activities related to quality assurance and make proposals that enable the Institute to achieve better performance and improve accountability.
- t. Manage other responsibilities as may, from time to time, be assigned by the Board and advise 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 CVs by not later than the 22nd January 2017 (noon) via email on ife@ilearn.edu.mt. An acknowledgement will be received within 2 working days.