

Call for Application

Post of **General Secretary**

1. The Malta Union of Teachers (MUT) is seeking to recruit a full-time General Secretary to work at its offices in Hamrun.
2. Applicants are expected to be in possession of a first degree at MQF Level 6.
3. Candidates should submit the completed application form (included), a Curriculum Vitae (European CV Format), a Certificate of Conduct (issued by the Police in the last six months immediately preceding the closing date) and copies of their certificates and/or qualifications.
4. Applications may be sent by email to info@mut.org.mt or may be delivered by post to:

The Chairperson, Selection Board
Malta Union of Teachers
759, St. Joseph High Road, Hamrun HMR1016

5. Applications will be received by **Monday 7th December 2020 at noon**. Late applications will not be considered.

Further Information

The General Secretary shall be an employee of the MUT. The chosen candidate shall be employed on conditions determined by the Council of the MUT. S/he will be answerable to the President and the council of the MUT.

The selected candidate must:

- Possess an excellent command of oral and writing skills in both Maltese and English
- Be a self-motivated and organised individual who will have overall responsibility for developing and implementing the Union's business
- Provide a full secretarial support service
- Undertake projects and research as required
- Be able to work independently within a team in a multi-tasking environment
- Be an outstanding team player, show initiative commitment together with a propensity for taking on responsibility and meeting deadlines, with a role that entails flexible hours and occasional overseas travel

- Knowledge of the educational sector and experience in trade union issues are highly recommended.

Responsibilities

It shall be the duty of the General Secretary to:

- At the bidding of the President, summon the Council by sending at least three working days before a notice to each member, including the Agenda for the meeting, and to take the necessary and usual steps to summon a General Conference
- Keep a regular record of the Minutes of the General Conference or Council Meeting, and to take charge of all correspondence addressed to the MUT, unless addressed to a particular officer or committee
- Oversee the elections of the Council of the MUT and ensure that they are in line with the established procedures
- Participate in negotiation meetings as deemed necessary
- Organise office operations and procedures under the direction of the President and/or Other Union officials
- Inspect or cause to be inspected at any time the minute-book and the correspondence files of every committee
- Compile or in conjunction with the Officer concerned an Inventory of the whole property of the MUT (Property Book) and a complete list of the names and addresses of all the members of the MUT, with their serial Enrolment Number, of all Members of the Council and of all Delegates in Malta and Gozo
- Be in such place or places, during such time or times and on such day or days, as the Council may direct in order to transact business of the MUT as may be necessary.
- Take up any other duties as deemed necessary by the President, and/or Other Union officials as directed by the President and/or the Council of the MUT.

Conditions of Work

The conditions of work of the selected candidate are as follows:

- Work on a 40-hour week basis
- Be entitled 30 days full pay sick leave and 30 days half pay sick leave per annum

- Be entitled to a total of 192 hours leave per year (which include the summer shut down period of two weeks on half days) and any additional hours as stipulated from time to time by DIER
- Be subject to a one-year probation period
- Be entitled to leave as applicable per legal provisions
- Be entitled to bonus payments as established by law
- Receive a starting salary at Scale 9 and progression as stipulated in the Sectoral Agreement between MEDE and MUT of December 2017 and applicable allowances as issued by the Union from time to time. Relevant years of experience will be acknowledged.
- An allowance shall be issued for any relevant additional qualification

Selection Process

The selection process will be carried out by a selection board appointed by the Malta Union of Teachers and will consist of:

- The verification of qualifications and experience claimed and supported by certificates
- An interview and/or extended interview
- Any other selection procedure deemed appropriate by the selection board

The selection process will follow the criteria:

- Academic qualifications
- Relevant work experience
- Suitability for the post
- Performance in interview and/or extended interview and/or other selection procedure