



Call for Application for the post of Project Officer

(Call for application issued by the Malta Union of Teachers on 6th October 2017)

1. The Malta Union of Teachers (MUT) is seeking to recruit a part-time Project Officer to work at its offices in Hamrun.
2. Applicants are expected to be in possession of a relevant first degree at Level 6 and proven experience in project administration, preferably EU-funded projects.
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 30th October 2017**. Late applications will not be considered.

Further Information

The Project Officer 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
- 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

Responsibilities

It shall be the duty of the Project Officer to:

- Provide support to Union Officials in the co-ordination, implementation, monitoring and control of project activities, particularly those co-financed by EU funds;
- Under the direct responsibility of the President of the MUT, and/or other Union Officials as directed by the President, develop work plans including setting tasks, deadlines, and monitoring and summarising progress of the project initiatives;
- Manage the effective implementation of the projects and tasks assigned;
- Handling all administrative work in relation to the projects assigned;
- Communicate, organise and participate in meetings both online and in person with partners, stakeholders and other parties, locally and abroad, contributing to the projects assigned;
- Take minutes and carry out reporting functions when indicated within stipulated time-frames;
- Keep abreast and monitor developments relating to initiatives, in particular to those to which he/she is assigned, ensuring that he/she is briefed appropriately on all issues of substance falling within his/her areas of responsibility and that he/she remains constantly informed;
- Maintain all the necessary documentation as required by the funds under which the projects are being implemented, including purchase documents and invoices, and handle the upkeep of the Project files;
- Be available for meetings, any audits or on-the-spot checks by Fund Organisations or Agencies;
- Work in liaison with other Union Officials;
- Manage the day-to-day operational aspects of the projects assigned as per Manual of Procedures or other similar documentation;
- 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 flexibly on an average 10 on site hour week basis depending on exigencies of work
- Be entitled to pro-rata sick leave per annum
- Be entitled to pro-rata leave per annum
- Employed on a definite contract of one year which can be renewed
- Be entitled to maternity leave as per legal provisions
- Be entitled to bonus payments as established by law

- Receive a starting salary at an hourly rate at scale 9 as per Public Service employee salary scales established in the Public Service Collective Agreement plus up to 10% performance bonus per annum.

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