



## Call for Application for the post of Administrative and Projects Officer

1. The Malta Union of Teachers (MUT) is seeking to recruit a Full-time Administrative and Projects Officer to work at its offices in Ħamrun.
2. Applicants are expected to be in possession of a relevant first degree at Level 6.
3. Any related work experience will be considered an asset.
4. 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.
5. Applications may be sent by email to [info@mut.org.mt](mailto:info@mut.org.mt) or may be delivered by post to:

The Chairperson, Selection Board  
Malta Union of Teachers  
759, St. Joseph High Road, Ħamrun ĦMR1016

6. Applications will be received by noon of Tuesday 20<sup>th</sup> March 2018. Late applications will not be considered.

### Further Information

The Administrative and 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 and commitment together with a propensity for taking on responsibility and meeting deadlines.

## Responsibilities

It shall be the duty of the Administrative and Projects 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 and working within stipulated timeframes;
- 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;
- Keep a record of all meetings, agendas and financial statements related to such projects;
- 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;
- Manage the day-to-day operational aspects of the projects assigned as per Manual of Procedures or other similar documentation;
- Work in liaison with Union Officials;
- Organise Conferences, Exhibitions and other high profile events;
- Administer the Educational Foundation of the MUT;
- 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:

- Be entitled to legally established sick leave per annum
- Be entitled to legally established leave per annum
- Employed on an indefinite contract but subject to a probationary period of one year
- Be entitled to maternity leave as per legal provisions
- Be entitled to bonus payments as established by law

- Receive a starting salary at scale 9 as per Public Service employee salary scales established in the Public Service Collective Agreement
- 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