



**CALL FOR APPLICATIONS FOR THE POST OF
ASSISTANT DIRECTOR –
FINANCE, HUMAN RESOURCES AND ADMINISTRATION
WITH THE SECRETARIAT FOR CATHOLIC EDUCATION**

The Secretariat for Catholic Education would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. The Secretariat for Catholic Education adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.

Nomenclatures denoting the male gender also include the female gender.

1. Introduction

- 1.1 The Director General invites applications from suitably qualified and competent persons for the position of Assistant Director - Finance, Human Resources and Administration within the Secretariat for Catholic Education (SfCE).
- 1.2 The position of Assistant Director - Finance, Human Resources and Administration is at a senior management level and is directly accountable to the Delegate for Catholic Education and Director General through the Director - Finance, Human Resources and Administration.

2. Duration of Assignment and Conditions

- 2.1 A selected candidate will enter into a 48-month assignment as an Assistant Director with SfCE.
- 2.2 This position is on a full-time basis and the selected candidate may be required to work a maximum of a six (6) day working week with an average of 40 hours per week distributed over a calendar year that will cover the opening hours during general service hours, according to a work schedule established by the Director General and is subject to the rules and regulations governing SfCE.
- 2.3 The position of Assistant Director is subject to a probationary or trial period of one year.
- 2.4 If the selected candidate reaches retirement age within the term, the contract subsides on the date of retirement which is to prevail.

3 Salary Pegged to the Position

3.1 The position of Assistant Director with SfCE is pegged to the position of Assistant Director within the Public Service of Malta with the commensurate remuneration and conditions as applicable from time to time.

3.2 The salary pegged to the position of Assistant Director is equivalent to Salary Scale 5, which in 2024 is €36,378.

3.3 The selected candidate is entitled to a performance bonus and allowances commensurate to the grade.

4 Duties

The Assistant Director - Finance, Human Resources and Administration will liaise and work under the guidance and leadership of the Director - Finance, Human Resources and Administration in supporting Church Schools in the area of Finance, Human Resources and Administration.

The Assistant Director - Finance, Human Resources and Administration shall:

- support the Director - Finance Human Resources and Administration in overseeing SfCE's financial health, human resources, and administrative functions. The role involves assisting in developing and implementing strategic plans, managing daily operations, and ensuring compliance with policies and regulations in alignment with the Catholic ethos of the Church Schools Sector and national laws and regulations.
- perform any other related managerial duties as may be deemed appropriate to ensure that schools are in a position to offer the best quality service possible.

Hence, the Assistant Director - Finance, Human Resources and Administration shall be expected to:

Finance

Support Financial Management by:

- assisting the Director - Finance, Human Resources and Administration in monitoring the organisation's financial performance and producing the required financial reports;
- preparing and helping to analyse forecasts, budgets, and financial plans to ensure long-term sustainability; and

- aiding in the oversight of department budgets and guiding departments to maintain financial discipline.

Support Governance and Reporting by:

- contributing to ensure good governance practices, including transparency, accountability, and integrity; and
- liaising with the Ministry for Education, Sport, Youth, Research, and Innovation for financial matters, including securing government funding.

Human Resources

Support HR Strategies and Implementation by:

- assisting in the development and execution of a comprehensive people strategy that promotes employee wellbeing and engagement; and
- supporting the issuance of employment contracts and ensuring compliance with employment laws, regulations, and collective agreements.

Support Employee Relations and Management by:

- acting as a resource for staff regarding ethical behaviour, conflict resolution, and governance issues; and
- supporting the Director - Finance, Human Resources and Administration in handling employee misconduct, policy violations, and performance management.

Support Training and Development by:

- helping in the organisation and delivering of HR training for SfCE and Church Schools' staff on various HR topics; and
- assisting in planning and executing capacity building exercises for staff development.

Support Collaboration and Teamwork by:

- fostering a collaborative and supportive work environment within the Finance, Human Resources, and Administration team; and
- line managing and supervising the Finance, Human Resources, and Administration team, ensuring adherence to attendance and work schedules.

Administration

Support Operational Efficiency by:

- assisting in the daily management of SfCE's operations, ensuring effective and professional functioning; and
- supporting the development and review of organisational policies and procedures.

Support Health and Safety management by:

- ensuring that the working environment is safe and free from serious health hazards; and
- helping in overseeing the maintenance of the organisation's premises and ensuring compliance with health and safety regulations.

Support Data Management by:

- contributing to the accurate recording and management of organisational data and statistics; and
- aiding in the storage and organisation of information in both paper and digital formats.

Specifically, the Assistant Director - Finance, Human Resources and Administration shall be expected to:

- assist the Director - Finance, Human Resources and Administration in the area of Finance, Human Resources and Administration within SfCE and Church Schools;
- deputise for the Director - Finance, Human Resources and Administration as instructed;
- liaise directly with the other Assistant Directors;
- support the Catholic ethos in Church schools;
- collect and record relevant data and statistics for SfCE and Church Schools;
- ensure timely, correct and professional responses to any queries related to Finance, Human Resources and Administration in Church schools;
- attend courses and give priority to his/her own professional development;
- perform other related managerial duties as may be deemed appropriate to ensure that SfCE and Church schools are in a position to offer the best quality service possible;
- perform any other duties according to the exigencies of SfCE as directed by the Director - Finance, Human Resources and Administration;
- perform any other duties according to the exigencies of SfCE as directed by the Director General;
- perform any other duties according to the exigencies of SfCE as directed by the Delegate for Catholic Education.

5 Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be Church Schools' employees and confirmed in their post.

5.2 Furthermore, they must be:

- (i) proficient and able to communicate effectively both verbally and in writing in the Maltese and English languages.

AND

- (ii) (a) employees who have a substantive grade in scale 8 or higher; **OR**
(b) employees who have served an aggregate of five (5) years in a position classified in scale 8 or higher in Church Schools; **OR**
(c) employees currently occupying an Assistant Director position and who have served for at least two (2) years of the term of their current performance agreement.

6 Submission of Applications

6.1 Applications must include:

- i. a detailed curriculum vitae (in Europass format) which is to include related continuous professional development records and attainment of related qualifications; **and**
- ii. a statement of not more than 1,000 words highlighting the applicants' (a) motivation; and (b) the vision and what action needs to be taken to implement such vision.

6.2 At interview stage, applicants must describe the current situation in the area applied for, their vision for the role and their plan to achieving it, in a 10-minute presentation.

7 Selection procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.

7.2 The results will be published on the notice board of the Secretariat for Catholic Education within 15 working days of the interview.

7.3 Selection will be made according to the result list which will be valid for one (1) calendar year.

8 Submission of applications

8.1 A letter of application accompanied by a CV, shall be received in the first instance by the Director General by not later than noon of Monday, 5th August, 2024. Applications are to be submitted by email to vacancies.sfce@maltadiocese.org by the above-mentioned closing date. All applications shall be acknowledged. **Late applications shall not be considered.**

Dr Ian Mifsud

Director General

Call: Assistant Director – Finance, Human Resources and Administration

Secretariat for Catholic Education

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