

VACANT POSITION JOBSPLUS 342/2017

Institute for Education

Centre Administrator

1.0 General

1.1 The Institute for Education within MEDE invites applications from those interested to offer their services as Centre Administrator on a definite contract.

2.0 Duration of Assignment and Conditions

2.1 The selected candidate will enter into a definite Contract for a maximum of 3 years. The contract may be renewed for further periods.

2.2 The Centre Administrator will be required to work a maximum of a six (6) day working week with an average of forty (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 CEO IfE.

3.0 Remuneration

Starting with €24,313 up to a maximum of €27,819, increments are €596 and a Performance bonus of up to 5% and a disturbance allowance of up to 5%.

4.0 Duties

Delivery:

- Creating, verifying and endorsing attendance sheets (paper and online) of lecturers and course participants together with the invoices presented by the lecturers for the monthly payments
- Inputting attendance data online
- Handling mail
- Ordering and maintaining stationary supplies
- Documenting presentations including binding, photocopying and filing
- Managing utility supplies
- Minute taking and letter taking as required
- Co-ordinating all referrals made to the centre
- Coordinating IT maintenance, anti-virus support, back-up

- Supporting the Programme Development, Coordination and Implementation Manager in co-ordinating usage, storage and layout of the building
- Supporting maintenance schedules
- Providing support to the Programme Development Senior Manager as requested
- Liaising with learners and professionals as required and collect periodic feedback as required
- Ensuring that the lectures start and finish on time
- Ensuring that the venue is well organised and prepared for the courses
- Collecting assignments and signatures of course participants who submit
- Putting assignments in alphabetical order according to attendance sheet
- Submitting assignment pack to the Programme Development Coordination and Implementation Manager
- Cooperating with the Programme Development Coordination and Implementation Manager to develop time tables for courses
- Ensuring order and discipline and promoting a healthy relationship between the staff and the learning community
- Offering professional organisational support to the lecturers
- Monitoring the Centre's cleanliness and seeing to the proper maintenance and servicing of the centre's building, facilities and equipment
- Preparing annual development plans for the Centre in cooperation with the staff and the learning community
- Coordinating the filming of lectures

Quality:

- Co-ordinating presentation and maintenance of the building
- Supporting the auditing process of course participants' files and/or projects
- Maintaining and updating display boards in learning centres to ensure they are relevant and current
- Ensuring that data entry is completed accurately and within the required timescale
- Keeping a detailed inventory of the Centre and its resources and amenities according to prescribed regulations
- Setting a good example in terms of dress, punctuality and attendance
- Being proactive in matters relating to health and safety

- Implementing IfE values
- Developing and improving systems to enhance provision
- Undertaking MIS work as required, e.g. attendance recording, data input, etc.
- Collecting any material from lecturers which requires uploading and liaising with the Systems Administrators and the Programme Development, Coordination and Implementation Manager about such material
- Managing and analyse course participants' feedback to elicit a report which includes recommendations
- Managing bookings of activities/venues for projects
- Ensuring that the Institute's policies and procedures, as well as other policies and provisions of MEDE are adhered to
- Liaising with the head of school as required

The Centre Administrator IfE may be deployed in IfE centres as managed by the Institute for Education on a flexible working timetable.

Development:

- Developing systems for recording and reporting as required
- Attending supervision, team meetings and staff days
- Participating fully in creative meetings and discussions towards development
- Responding to system and organisational changes as required
- Working statistics for each course
- Coordinating examinations time tables and liaising with the head of invigilation
- Ensuring the smooth day to day conduct of business

Finance:

- Managing petty cash
- Adhering to set budgets when purchasing equipment or services, e.g. booking activities for learners
- Obtaining a selection of quotes when purchasing equipment or services, analyse data, make recommendations
- Reporting on spending

- Coordinating any quotes for purchasing equipment, maintenance, services, etc.
- Ensuring all expenses are authorised by the Senior Manager Programme Development and Senior Manager Administration and Finance
- Being economical with resources
- Complying with the finance policy in relation to petty cash and staff expense procedure

The Centre Administrator must be familiar with pertinent legislation, such as, the Public Administration Act (PAA) and the Public Service Management Code (PSMC)/related manuals and Procedures and do any other duties according to the exigencies of the Public Sector as directed by the CEO of the Institute for Education.

5.0 Eligibility Requirements

By the closing time and date of this call for applications, applicants must be:

- a. able to communicate in both the English and Maltese languages; **and**
- b. in possession of:
 - i. a recognised first degree at MQF Level 6 with a minimum of 180 ECTS/ECVETS or equivalent, in Education or in Human Resources Development or Social Policy, or in a related area of study and four (4) years relevant work experience. Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.

6.0 Submission of Supporting Documentation

6.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript in English (Diploma/Certificate supplement), showing the Degree obtained and the final classification. Scanned copies sent electronically are acceptable.

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

7.0 Selection Procedure

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

8.0 Submission of Applications

Applications, will be received by the Institute for Education Secretariat on ife@ilearn.edu.mt by not later than **noon (Central European Time) of Friday 21st July 2017.**