



VACANT POSITION JOBSPLUS 387/2017

Institute for Education

Administrative Officer

Contract: Indefinite

Grade: 4

Hours of Work: Minimum 40 Hours per week

Qualifications:

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

- (i) have the ability to communicate in the Maltese and English languages;
- (ii) hold a full ECDL certificate
- (ii) (a) be in possession of a pertinent post-graduate degree (Masters') at MQF Level 7, or an appropriate, recognised, comparable qualification; OR
- (b) be in possession of a pertinent first degree at MQF Level 6, or an appropriate, recognised, comparable qualification, plus two (2) years relevant work experience; OR
- (c) public officers in a Scale not below Scale 12 with five (5) 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 abovementioned 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.

(iii) of good moral character (those who are already in the Public Service must produce a Service and leave record Form (GP 47).

(iv) Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience.

(v) Digitally literate.

Salary: €19,855 with increments of €447 up to a maximum of €22,537.

Job Description:

General

- scrutinising cases that do not fall within the scope of approved policy and procedures, and recommending appropriate action to management;
- advising management on the operational requirements of the unit/section and related areas of experience/expertise;
- dealing with specific queries and complaints;
- implementing departmental policy over a wide range of activities/services rendered by the department under the direction of management;
- creating and maintaining databases (ECDL standard level);
- compiling, drafting and proofreading documents for the consideration of management;
- attending meetings to support middle management as required;
- possibly being required to:
 - act as secretary to boards, committees, commissions and be required to write reports, to keep minutes and to deal with correspondence;
 - head an office within a department section and be responsible for identifying training needs;
 - monitor workflow and ensure timely procedures are being effectively adhered to;
 - ensure the smooth day to day conduct of business; and
 - act as an events coordinator;
- being familiar with pertinent legislation, such as, the Public Administration Act (PAA) and the Public Service Management Code (PSMC)/related manuals and Procedures;

Accounting

- Supporting the Institute in the management of financial and administrative management;
- Providing input in the preparation and the formulation of the Institute's business plan and the implementation of such plan;
- Ensuring efficiency and effectiveness in the management of the Institute's budget;
- Ensuring that records and statistics related to the Institute are accurate and up to date, as required by the CEO;
- Ensuring timely processing of financial records linked to projects partly financed through EU structural and other programme funds.

Procurement

- Ensuring compliance with Financial and Public Procurement Regulations;
- Formulating accurate specifications in connection with calls for quotations/tenders for the procurement of services and goods, in full observance of the relevant government legislation, financial procedures and policies;
- Liaising effectively, where applicable, with the Senior Manager Administration and Finance so as to ensure the efficient procurement procedures related to the upkeep and maintenance of the Institute;
- Being responsible to monitor quotations, LPOs, invoices and contracts for ensuring correct payment;
- Being responsible in following up LPOs and commitments made for better public funds management;
- Ensuring the Institute is fully equipped and regularly resourced.

Inventory Management

- Providing continuous support to the Institute's administration to update the inventory database in line with the accrual accounting inventory system and eFinance;
- Conducting school and college inspections and checking inventory updates;
- Supervising and recording transfer lists of Inventory Items from schools and Sections within the Education Departments and MEDE and recording them in the relative inventory databases;
- Inserting updated inventory lists into the general database for subsequent submission to the Finance and Administration Directorate;
- Making sure that School/College/Department asset labels are centrally printed and sent to schools;
- Submitting updated general databases to the National Audit Office and the Treasury Department.
- Any other duties according to the exigencies of the Public Sector as directed by the CEO of the Institute for Education

Interested applicants are requested to submit their CVs and a true copy of their qualifications by not later than the 17th September 2017 via email on ife@ilearn.edu.mt