



## **VACANCY**

### **A PART-TIME POST in ADMINISTRATIVE MANAGEMENT**

**At Dar Ġużeppa Debono**

**Ref: DĠD 1/2018**

#### **1. Introduction**

The chairperson of the Board of Governors of Dar Ġużeppa Debono Association invites suitable qualified individuals to submit their curriculum vitae for the engagement of an officer to administer and manage at Dar Ġużeppa Debono. The Association is established as a national non-profit making, non-political association with a philanthropic, cultural and educational purpose in order to give support to single parents and families in various stages of their lives. It also aims to promote the value of life through educational programmes aimed at all sectors of society.

#### **2. Job Description**

Dar Ġużeppa Debono Association is looking for an enthusiastic and energetic person who has a high level of organisation skills in order to support in the management of the daily office duties efficiently and effectively as from the end of March 2018. The aim of the Administrator is to assist the director at Dar Ġużeppa Debono and handle the administration and organisation of the day-to-day running of the programmes and services offered by Dar Ġużeppa Debono.

- a. The Overall Purpose of this position will be to:
  - i. oversee the support operations of Dar Ġużeppa Debono; and
  - ii. ensure that there is effective information flow and that resources are employed efficiently throughout the Association.
  
- b. The Responsibilities for this position will include but not be limited to, the provision of:
  - i. Board Administration and Support by supporting operations and administration of Dar Ġużeppa Debono Board of Governors by advising and informing Board members,

- interfacing between Board and staff, and supporting Board's evaluation of administrative manager's accountability and performance;
- ii. Program, Product and Service Delivery by overseeing design, marketing, promotion, delivery and quality of programs, products and services;
  - iii. Financial, Tax, Risk and Facilities Management by recommending yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations;
  - iv. Human Resource Management by effectively managing the human resources of the association according to authorized personnel policies and procedures that fully conform to current laws and regulations;
  - v. Strengthen Communication Networks by building an organised communication through Facebook groups and emails, plan appointments and keep an updated calendar of events; send out mailshots to members, volunteers and followers, and liaise with stakeholders of Dar Ġużeppa Debono;
  - vi. Community and Public Relations by assuring that the association and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders;
  - vii. Fundraising (non-profit-specific) by overseeing fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation;
  - viii. Manage the filing and documentation system by keeping an organised hard and soft copies and organise all documents to have uniform information; and
  - ix. Assist the Director in any matters related to the work carried out by the NGO.

### **3. Skills and Qualifications**

Applicants' suitability for the position will be assessed according to their ability to meet the following requirements:

#### Key Competencies:

- Organisational skills and project management;
- Master of time management;
- Proficient in both written and verbal Maltese and English languages;
- Computer-literate;
- Social-media literate; and
- Collaborate and work with others to achieve results in alignment with the missions and operations of Dar Ġużeppa Debono.

### Personal Attributes:

- An individual who is detail oriented with good analytical skills to run day to day operations;
- Excellent organisation and planning skills with the ability to prioritise work and manage own time;
- Professional Attitude and Appearance;
- Able to work on a flexible work schedule;
- Participates in team activities that promote effective peer and other work relationships; and
- Good moral character.

### Qualifications and Personal Past Experience:

The applicant should be able to demonstrate mastery of spelling and grammar skills and computer literacy including a solid working knowledge of MS Word, Outlook (emails) and Excel and database management. Previous experience in office administration and/or working with an NGO is obligatory. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application document. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

It is the responsibility of the applicant, in possession of qualifications awarded by a foreign University/tertiary education institution, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education and Culture or by any other designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for employment.

### **4. Working Conditions**

The appointment is on a part-time basis and is subject to the policies of the Association. Work by the officer should be carried out in the office of Dar Ġużeppla Debono, Ġhajnsielem Gozo. Working hours which include 20 hours per week are to be discussed with the applicants during the interview. The salary for the post of Administrator is € 6,968 per annum.

### **5. Contract duration**

Engagement will commence end of March 2018 and is subject to a probationary period of six months. The employment will be on the basis of a fixed-term employment contract for three years, which may be renewed for successive years.

## **6. Submission of application**

Applicants are to submit:

- a) a hand-written covering letter with an expression of interest for the post;
- b) a detailed Curriculum Vitae in the European Curriculum Vitae Format vitae clearly outlining academic background and work experience;
- c) copies of qualifying certificates; and
- d) documentation of related experience.

The above mentioned documents are to be sent through registered mail to:

**The Chairperson of the Board of Governors  
Dar Ġużeppa Debono, Lourdes Street,  
Għajnsielem GSM 2200, Gozo.**

by not later than noon of **Wednesday, 7<sup>th</sup> March, 2018**

Sufficient time should be allowed in order to ensure delivery by the above deadline.

**7.** Eligible applicants will be short-listed for an interview by a Selection Board to assess their suitability for the post.

## **8. Funding:**

This employment contract is being co-financed by the Fund for Voluntary Organisations – 2017, managed by the Malta Community Chest Fund Foundation.

## **9. Contact person:**

Board Secretary

email address: [info@darguzeppebono.org](mailto:info@darguzeppebono.org)

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