



Terms of Reference: VAC001-SEC2024GAGF

Vacancy for the Position of Officer at the Gozo Action Group Foundation

Gozo Action Group Foundation

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SECTION 1 – INSTRUCTIONS TO INTERESTED APPLICANTS

1. Scope

Gozo Action Group Foundation (GAGF) is recruiting the ideal candidate for the position of Full-time Officer for the Foundation, in order to assist the Manager and the Decision Committee in a list of duties, which will be listed within this Terms of Reference.

2. Background Information

The Gozo Action Group Foundation (GAGF) is a foundation composed of a group of local councils and private entities operating within the Island of Gozo in Malta. The Foundation is responsible to implement the LEADER Programme under the Rural Development Programme for Malta 2014-2020 and the Common Agricultural Policy Strategic Plan (CAP SP) for Malta 2023 – 2027 within its territory, amongst others. The Foundation's overarching objective is to develop the rural localities in its territory so as to improve the quality of life and make this territory more economically prosperous.

3. Duties and Responsibilities

The selected candidate will have the responsibility of supporting the Manager in overseeing overall operations. Additionally, the candidate will act as a Secretary for the LEADER Programme, and other roles in relevant programs as identified by the Decision Committee.

This role involves coordinating and overseeing approved activities within the Local Development Strategy for Gozo and Comino 2014 - 2020, as well as the Common Agricultural Policy Strategic Plan for Malta 2023 – 2027, and potentially other programs, as they are identified by the Decision Committee.

The main responsibilities of the Employee will be set out below.

a. Management and Technical

- i. Taking/Recording DC meeting minutes in an effective manner
- ii. Attending meetings/training/conferences both locally and abroad when and were requested.
- iii. Assist the Manager to co-ordinate the work of the Decision Committee
- iv. Expected to fulfil the duties and responsibilities of Secretary as the LEADER programme Operating Guidelines
- v. Provide a timely and effective response to any queries by the Managing Authority (MA) within the Office of the Deputy Prime Minister and Ministry for European Funds, Social Dialogue and Consumer Protection and Agriculture and Rural Payments Agency (ARPA) within the Ministry for the Agriculture, Fisheries, and Animal Rights and other entities as instructed by the Manager.
- vi. The compilation of data and other research work

- vii. Participation in programme evaluation at mid-term and final stages
- viii. Communicate with all horizontal stakeholders and networking with local and European counterparts.
- ix. Work in close liaison with relevant Government Departments
- x. Any other ancillary roles including those which may be identified by the GAGF's manager from time to time.

b. Consultation

- i. Participating actively in any meetings, seminars, training, or events organized by the National Rural Network or any other entities.
- ii. Identifying and liaising regularly with counterparts in EU member states to identify and share best practice on issues related to the management of a Local Action Group (LAG) and the general Rural Development Policy

c. Self-improvement

- i. Continue to acquire knowledge, experience and expertise in all areas related to the LEADER and Rural Development Policies or other policies.
- ii. Taking every opportunity to acquire and increase awareness of new management skills, particularly in the areas of project management, financial management, human resource management and information technology.

Flexibility:

The duties and responsibilities may vary and develop. The chosen candidate may be required to undertake further duties, which may be reasonable required taking into consideration one's personal capabilities.

4. Procedure

This Open Call is being issued in accordance with Chapter 452 of the Employment and Industrial Relations Act and any other subsequent conditions of employment identified in Maltese Law.

5. Administrative Criteria - Applicants' Submissions

Applications are to be submitted, for the attention of the Chairperson of the Gozo Action Group Foundation, through the email address info@leadergozo.eu **only** by not later than **Thursday, the 11th of April 2024**. Applications are to include the following:

- i. Covering letter; and
- ii. Detailed Curriculum Vitae, indicating qualifications and experience, together with the copies of the Certificates¹; and
- iii. A copy of an Identification Document² (e.g. I.D. Card, passport, etc.); and

¹ Original certificates and/or testimonials are to be invariably produced for verification at the interview.

² The identification document is to be invariably produced for verification at the interview.

- iv. A copy of a Certificate of Conduct issued by the Criminal Records Office (<https://kondotti.gov.mt/>) or other competent authority, issued not earlier than one (1) month prior to the closing date of this call³.

It is the responsibility of the applicants not to leave until the last moment for submission of their application. An email will be sent as an acknowledgement of the application submission within one (1) working day.

Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

Applications which are received after **Thursday, the 11th of April 2024** are not allowed and will not be considered.

6. Technical Criteria - Eligible Qualifications and Requirements

To be eligible, interested candidates must be in possession of the following requirements:

- a. Possess a pass at **Maltese Qualification Framework (MQF) level 3 in Maltese, English Language, and any one (1) other subject**, with at least a **Grade 1-5**, or a comparable level; and
- b. Have a pass in **IT Office Application Skills**, obtained through a course organized by the **Institute for the Public Services (IPS)**, or accredited at **MQF level 3** by **ICDL Malta (previously ECDL Malta)** or the **Malta Further and Higher Education Authority (MFHEA)**; and
- c. Attain a pass at **MQF level 4**, either through **Advanced level** in any **two subjects**, and/or a **VET Diploma (with a minimum 120 ECTS/ECVET)** or a comparable level.

Additionally, candidates who possess a pass at **MQF level 5 (with a minimum 60 ECTS/ECVET)** or a **higher MQF Level** or comparable level who satisfy criteria **a** and **b** are exempt from criterion **c** and considered eligible.

Candidates who have not yet formally obtained the qualification specified to be eligible, will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st of October 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

³ Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Prospective applicants without a MQF Level are expected to provide recognition statements for their qualifications from the Malta Qualification Recognition Information Centre (<https://mfhea.mt/academic-qualifications/>) or other designated authorities, as applicable. This requirement is in accordance with the provisions specified for this call for applications.

While the following are not mandatory for job eligibility, due consideration will be given to applicants who, besides the eligible requisites have the below:

- a. Competencies:
 - work experience in an office environment.
 - basic knowledge on the LEADER programme or other EU funded programmes.
- b. Character
 - Have an eye for detail.
 - Be able to multi-task and work on own initiative.
 - Be a team player, flexible and able to meet strict deadlines.
 - Have good communication, customer service and relationship-building skills.
 - Agreeing to travel abroad when and where requested.

7. Selection Procedure

The Selection procedure will be following the below:

- i. Eligible applicants will be assessed by a Selection Committee as chosen by the Decision Committee of the Gozo Action Group Foundation (GAGF) to determine their suitability for the position by conducting formal interviews for those applicants who meet the requested administrative and technical criteria in sections 5 and 6 of this document.
- ii. The maximum mark for this selection process is 100% and the pass mark is 50%.
- iii. The Selection Committee will present the interview's ranking together with all the supporting documentation to the Decision Committee of the GAGF. The Decision Committee is the decision-making body in relation to all activities of the GAGF. All decisions are made in conformity with the Commission Guidelines, EU Regulations, National legislation, the Rural Development for Malta (2014 – 2020) and the Common Agricultural Policy Strategic Plan (2023 – 2027) along with the GAGF's grant agreements with the Managing Authority. The Decision Committee will verify the interview process and shall select the chosen candidate.
- iv. Both successful and unsuccessful candidates will be informed through writing about the final decision. The results of the interviews will be published and exhibited on the GAGF's notice board and website.

8. Cancellation of the Call

GAGF reserves the right to cancel or postpone to a later stage this Open Call. In case of postponement or cancellation, all interested applicants will be informed by email.

9. Date of commencement and period of execution

The date of commencement shall be the date of signing of the contract between the chosen candidate and the legal representative of the Foundation.

10. Applicable Law

This open call shall be governed by and construed and enforced with and subject to the laws of Malta.

SECTION 2 – EMPLOYMENT CONDITIONS

Nature of Employment:

The chosen candidate shall be employed on **full-time basis (40 hours per week)**, Monday to Friday. The employee will be entitled to a 30-minute daily break. It is expected that the chosen candidate will work irregular and extra hours in order to perform the requirements of the post effectively.

Besides the chosen candidate agree to work additional hours, including during weekends and public holidays, when circumstances so warrant and when is requested by the GAGF to do so within reasonable limits. The chosen candidate will not be paid over and above the agreed salary, when working additional hours.

Probation Period: This open call is subject to a probationary period of 6 months.

Leave, Sick Leave and National/Public Holidays

Annual Vacation Leave: The chosen candidate shall be entitled to vacation leave every calendar year. The formula is calculated on the basis of a 5-day, forty-hour working week and an 8-hour working day. Therefore, the employee is allocated an annual total of 192 hours basic leave entitlement and any additional hours, as issued by the Department for Industrial Employment Relations.

Vacation leave that is not availed of shall be carried forward to the following year and the leave accumulated from the previous year will be utilized first. In cases, where the employer or the employee terminates the agreement, the employer is obliged to remunerate the employee for any vacation leave that has not been availed of. The remuneration is based on the salary of the employee at the time of the termination agreement.

Sick Leave: As per National Standard Regulations, the employee is entitled to 80 hours sick leave.

National/Public Holidays: The chosen candidate shall be entitled to the national holidays and to all public holidays as issued by the Department for Industrial Employment Relations with full pay on the days that fall between Monday and Friday.

Remuneration and other benefits:

The starting annual basic salary attached to this position of Officer is between €16,000 to €20,000 per annum. The starting annual basic salary depends on the work experience and/or education.

The selected candidate will also be entitled to:

i. A performance bonus of up to a maximum of 10% of the basic salary, subject to satisfactory performance. The actual rate will be established at the discretion of the GAGF Decision Committee and shall be payable with the last pay of the calendar year.

i. In addition, the employee shall receive the statutory bonuses and any other benefits such as income supplements, including the approved cost of living increases announced in the National Budget Estimates provided, however, that these are not already being enjoyed by the employee under any of the provisions of the Social Security Act.

Contract:

The selected candidate will enter into a three (3) year assignment as Officer at the Gozo Action Group Foundation, which may be renewed for further periods.