



Terms of Reference: VAC002-SEC2024GAGF

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

Gozo Action Group Foundation

23, Triq G.P.F. Agius De Soldanis, Victoria, VCT 1032
Tel:(356) 2155 0322

Website: www.leadergozo.eu

Email: info@leadergozo.eu



**Co-funded by
the European Union**

SECTION 1 – INSTRUCTIONS TO INTERESTED APPLICANTS

1. Scope

The Gozo Action Group Foundation (GAGF) is recruiting the ideal candidate for the position of Secretary for the Foundation, in order to assist the Manager and the Decision Committee with various duties, as detailed within this Terms of Reference.

While the position is primarily on full-time basis (40 hours per week), candidates interested in reduced hours basis (not less than 30 hours per week) will also be considered. However, a greater consideration will be given to candidates who choose full-time employment. Applicants should clearly indicate their preference for full-time or reduced hours at application stage.

2. Background Information

The Gozo Action Group Foundation (GAGF) comprises of a group of local councils and private entities operating within the Island of Gozo in Malta. The Foundation implements 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 amongst other responsibilities. The Foundation's overarching objective is to develop rural localities within its territory so as to improve the quality of life and make the region more economically prosperous.

3. Duties and Responsibilities

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

This includes coordinating and overseeing approved activities within the Local Development Strategy for Gozo and Comino 2014 - 2020, the Common Agricultural Policy Strategic Plan for Malta 2023 – 2027, and potentially other programs.

Main Responsibilities:

a. Management and Technical:

- i. Taking and Recording Decision Committee (DC) meeting minutes effectively.
- ii. Attending meetings, training, conferences and other events both locally and abroad as requested.
- iii. Assisting the Manager in coordinating the work of the Decision Committee
- iv. Providing a timely and effective responses to any queries by the Managing Authority (MA) within the Office of the Prime Minister (OPM) and Ministry for European Funds, Equality and Social Dialogue (MEES) 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.

- v. The compilation of data and conducting other research work
- vi. Participating in programme evaluations at mid-term and final stages
- vii. Communicating with all horizontal stakeholders and networking with local and European counterparts.
- viii. Working in close liaison with relevant Government Departments
- ix. Performing any other ancillary roles as identified by the GAGF's Decision Committee or its representative from time to time.

b. Actively participating:

- i. 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 and share best practices on issues related to the management of a Local Action Group (LAG) and general Rural Development Policy

c. Continuously:

- i. Acquiring knowledge, experience and expertise in 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 reasonably required taking into consideration one's personal capabilities.

4. Procedure

This Open Call is 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 must be submitted, for the attention of the Chairperson of the Gozo Action Group Foundation, via email to info@leadergozo.eu **only** by not later than **Thursday, the 4th of July 2024**. Applications must include the following:

- i. Covering letter indicating the preference for full-time or reduced-hours; and

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

Applicants are responsible not to leaving submissions until the last moment for submission of their application. An email acknowledgement of the application submission will be sent within one (1) working day.

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

Applications received after **Thursday, the 4th of July 2024** will not be considered.

6. Technical Criteria - Eligible Qualifications and Requirements

To be eligible, interested candidates must possess the following requirements:

- a. A pass (**at least at Grade 5** for SEC examinations, and **at least Grade C or 4** for Edexcel (London) examinations or comparable levels) in **Maltese** and **English** and any other **two (2) subjects at MQF Level 3 or higher**; and
- b. 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)**;

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 meet the following additional competencies and character traits:

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.

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

- a. Competencies:
 - A pass at **MQF Level 4** or higher, who meet the eligible requirements as per above.
 - 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 their own initiative.
 - Be a team player, flexible and able to meet strict deadlines.
 - Have good communication, customer service and relationship-building skills.
 - Be willing to travel abroad when and where requested.

7. Selection Procedure

The Selection procedure will be as follows:

- i. Eligible applicants will be assessed by a Selection Committee chosen by the Decision Committee of the Gozo Action Group Foundation (GAGF) to determine their suitability for the position through formal interviews.
- ii. The maximum mark for this selection process is 100% and a pass mark is 50%.
- iii. The Selection Committee will present the interview's rankings and supporting documentation to the Decision Committee of the GAGF. The Decision Committee will verify the interview process and shall select the chosen candidate.
- iv. Both successful and unsuccessful candidates will be informed in writing of the final decision. The interview results will be published and displayed on the GAGF's notice board and website.

8. Cancellation of the Call

GAGF reserves the right to cancel or postpone this Open Call. All interested applicants will be informed by email in case of postponement or cancellation.

9. Date of Commencement and Period of Execution

The date of commencement shall be the date of signing 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 in accordance with the laws of Malta.

SECTION 2 – EMPLOYMENT CONDITIONS

Nature of Employment:

If the preference of the chosen candidate is **full-time**, the employee shall be employed on a **full-time basis (40 hours per week)**, Monday to Friday. The employee will be entitled to a 30-minute daily break.

In case of **reduced hours** preference, the chosen candidate shall be employed on a **reduced-hours basis (with a minimum of 30 hours per week), during office hours**. The employee will be entitled to a 30-minute daily break when working 6 consecutive hours.

In *rare circumstances and within reasonable limits*, it is expected that the chosen candidate will work irregular and extra hours including weekends and public holidays to effectively fulfil the requirements of the post. 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.

Contract:

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

*All the following entitlements and benefits, including salary, leave, sick leave, and other conditions, are calculated on a **full-time basis**. In the case of a **reduced hours basis**, these entitlements and benefits will be calculated on a **pro-rata basis in relation to the full-time basis according to the agreed hours to be worked per week**.*

Leave, Sick Leave and National/Public Holidays:

Annual Vacation Leave: The chosen candidate shall be entitled to vacation leave every calendar year, 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 leaves not availed of shall be carried forward to the following year, with the leave accumulated from the previous year utilized first. In cases, where the employer or employee terminates the agreement, the employer is obliged to remunerate the employee for any vacation leave not availed of, based on the salary of the employee at the time of the termination.

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

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

Remuneration and Other Benefits:

Salary: The starting annual basic salary for the position of Secretary is between €16,000 to €22,000 per annum, depending on the past work experience and/or education. An annual increment of €500 will be entitled upon completing one year of service and this annual increment will continue to be applied for every subsequent year of service until the contract is terminated.

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