Terms of Reference: VAC003-MAN2024GAGF

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

Gozo Action Group Foundation

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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 Manager for the Foundation. The Manager will be responsible for the operational and financial management of the GAGF. This includes implementing the Local Development Strategy (LDS) according to National and European regulations and Managing Authority (MA) guidelines as directed by the Decision Committee.

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 main objective is to develop rural areas within its territory, aiming to improve quality of life and enhance economic prosperity.

3. Duties and Responsibilities

The selected candidate will:

- Support the Decision Committee.
- Act as a Project Leader for the LEADER Programme.
- Manage other 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:

i. Contributing to the Local Action Group's (LAG) planning and budgeting exercises.
ii. Developing work plans, standards, procedures and schedules, whilst allocating work amongst staff members.
iii. Offering assistance in the overall management of the GXF, the LEADER programme and control of the approved actions within the Local Development Strategy;
iv. Keeping close liaison with the Chairperson and decision committee of the GXF;
v. Keeping close liaison with the Managing Authority within the Ministry for European Funds, Social Dialogue and Consumer Protection and the Agricultural Rural Payment Agency within the Ministry for Agriculture, Fisheries and Animal Rights.
vi. Providing a timely and effective response to any queries requested by the above-mentioned stakeholders;
vii. Keeping close liaison with other entities as required including the IAID, SEM, Government Institutions, private entities and other coordinating Authorities;

viii. Planning and coordinating Decision Committee meetings, including the Annual General meeting when and where requested;
ix. Drafting and Issuing of Calls/Sub-measures in a timely manner;
x. Delegating work and other duties to the staff members of the foundation in an efficient and effective manner;
xi. Procuring activities and other services in line with the stipulated budgets;
xii. Ensuring the effective implementation and execution of the actions as specified in the Local Development Strategy (LDS) for Gozo CAP 2023 - 2027;
xiii. Drawing up effective monitoring and control procedures required in order to ensure correctness and timeliness in all actions undertaken by the LAG;
xiv. Attending meetings/ training/ conferences both locally and abroad;
xv. Preparing and submitting Reports as specified in the Operating Guidelines;
xvi. Managing financial resources in terms of Public financial regulations;
xvii. Drawing up and issuing tender documents and carrying out procurement of goods and services in the terms of the spirit of Public Procurement regulations (refer to MA circular 01/2019);
xviii. Participation in programme evaluation as per instructions issued by the Managing Authority;
xix. Communication with all horizontal stakeholders and networking with Local and European Counterparts;
xx. Participating actively in any meetings, seminars, training or events organised by the National Rural Network;
xxi. Identifying and liaising regularly with counterparts in EU member states to identify and share best practise on issues related to the management of a LAG and general Rural Development Policy.

Flexibility:

Duties and responsibilities may vary. The chosen candidate might be required to undertake additional duties beyond the LEADER Programme, considering their 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

Applicants must submit their application via email to info@leadergozo.eu addressed to the Chairperson of the Gozo Action Group Foundation by **Thursday, 29th of August 2024**.

Applications must include the following:

i. Covering letter; and
ii. Detailed Curriculum Vitae, indicating qualifications and experience, together with copies of the Certificates[1]; and

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

iii. A copy of an Identification Document[2] (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 call[3].

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 29th of August 2024** will not be considered.

6. Technical Criteria - Eligible Qualifications and Requirements

Interested candidates must be in possession of the following qualifications and skills:

a. In Possession of 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** at **MQF Level 3** or **higher;** and
b. In possession of a recognised **Bachelor degree at MQF 6** (subject to a minimum of 180 ECTS/ECVET credits or Equivalent) or **higher** in Rural Development, European Studies, Public Policy, Social Administration, Management or related fields.

   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:

a. Competencies:
   - Work experience in an office environment.
   - Knowledge on the LEADER programme or other EU funded programmes.

[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.

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. A Selection Committee appointed by the Decision Committee of GAGF will assess eligible applicants through formal interviews to determine their suitability for the position.
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:

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. The position is based at the GAGF office in Gozo.

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 twelve (12) months.

Contract:

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

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 Manager position is €26,000, with an annual increment of €500 after completing each year of service. The annual increment will continue to be applied for every subsequent year of service until the contract is terminated.

The Selected candidate will also be entitled to:

i. A performance bonus of up to 10% of the basic salary. The actual rate will be established at the discretion of the Decision Committee;
ii. A pro-rata responsibility allowance of 20% of the respective basic salary;
iii. An annual fuel allowance of up to €400;
iv. An annual mobile allowance of €800

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.