



VICTIM SUPPORT AGENCY

Post of Casual Substitute EXECUTIVE OFFICER

Nomenclatures denoting the male gender also include the female gender.

Jobsplus Permit 644/2023

1. The CEO of the Victim Support Agency invites applications for the post of Casual Substitute Executive Officer.

Terms and Conditions

2.1 The selected candidate will be engaged on a definite contract of twelve (12) months basis as Casual Substitute Executive Officer with the Victim Support Agency.

2.2 This engagement may be renewed by a further six (6) months and another six (6) months if required.

2.3 The salary for the post of Casual Substitute Executive Officer with the Victim Support Agency is equivalent to Grade 6, that is €18,518.00 (Eighteen thousand, five hundred and eighteen euro)

2.4 Since this is a position timed-barred or the completion of a specific task, the position of Casual Substitute Executive Officer constitutes an objective reason which falls under Regulation 7 (4) of Subsidiary Legislation 452.81 entitled "Contracts of Service for a Fixed Term Regulations".

Duties

3. The selected candidate is expected to maintain strict integrity and confidentiality of all aspects of work of the Victim Support Agency, and the duties of Executive Officer shall include:

- i. Dealing with correspondence and enquiries relating to the administration and coordination of activities within the agency under the direction of the management.

- ii. Dealing with service providers, and communicating decisions as adopted by the agency.
- iii. Offering administrative support to VSA Officers.
- iv. Implementing the Agency's policy over a wide range of activities.
- v. Assist in the verification of payments, and public procurement.
- vi. Data Entry in the VSA Case Management System.
- vii. Gathering information, drawing up reports and disseminating information to the appropriate channels.
- viii. Attending meetings and take minutes to support middle management (including CEO) as required and possibly being required to:
- ix. Keep abreast with pertinent legislation, such as the Public Administration Act (PAA), Legal Notice 418 of 2020, the Public Service Management Code and any related manuals and directives.
- x. Any other duties according to the exigencies of the Victim Support Agency as directed by the Chief Executive Officer.

Qualification & Experience Required.

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

(i) in possession of a recognised MQF Level 5 qualification or higher, and at least three (3) years relevant Work experience;

OR

(ii) in possession of a recognized qualification at MQF Level 4 and at least five (5) years relevant work experience.

(iv) A recent and clean Police Conduct Certificate.

Skills/Abilities:

- A flexible and adaptable work approach;
- Good organizational and time management skills;
- Good listening and communicating skills;
- Ability to work effectively independently as well as a team member;
- A high-level of self-motivation and ability to set and meet goals;
- Ability to work well under pressure.

5. Submission of applications

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through email.

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

6. Selection procedure

6.1 Eligible applications will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

7. Submission of applications

7.1 Qualifications and experience claimed must be supported by certificates and /or testimonials, scanned copies of which should be attached to the application. Originals certificates are to be presented upon interviews.

7.2 Applications, together with a curriculum vitae showing qualifications and experience, will be received by Victim Support Agency (Attn: CEO) at 52, Old Theater Street, Valletta, by not later than noon (Central European Time) of Friday 15th September 2023. Applications can also be submitted by email through vsa-hr@gov.mt by the said closing time and date of this call for applications.

7.3 Late applications shall not be considered.