

**Administrator – General Office
Job Description
FS/2019/20**

JOB TITLE: Administrator – General Office

EMPLOYMENT STATUS: Full-Time

ROLE PROFILE: The Administrator will form part of a team of workers of the Central Office of Fondazzjoni Sebħ. S/he will be required to work hand in hand with other officers under the guidance and supervision of the Central Office Manager. The incumbent will have various responsibilities related to the day-to-day operations of the Central Office.

TERMS AND CONDITIONS: The Administrator will have a basic salary of €16,227 per annum rising by annual increments of €350 up to a maximum of €19,377. The contract employee shall be entitled to any statutory bonuses that may be applicable according to law.

The new appointee will be required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to six months probationary period. The person appointed will be subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

KEY RESPONSIBILITIES:

Administrative Duties:

- Assist to ensure the smooth running of the Central Office
- Deal with any day-to-day needs arising within the Central Office
- Co-ordinate the procurement of any items required, including consumables, furniture and create a centralized system wherever this is required
- Co-ordinate the schedule of works of the domestic workers falling under the responsibility of the Central Office
- Co-ordinate a schedule for reception duties of the Central Office
- Assist residential services in their administration duties, when this is required and as directed by the Central Office Manager
- Support the Community Prevention Service in administrative tasks, as directed by the Central Office Manager
- Assist the Central Office Manager to develop systems and procedures to streamline practices across Fondazzjoni Sebħ
- Assist the Central Office Manager in monitoring various financial systems, such as petty cash, payroll, fuel re-imburement and others
- Co-Ordinate and organize meetings as required
- Be responsible for safe filing of confidential records
- Liaise with the Administrator responsible for HR, as necessary
- Attend and participate in internal meetings in line with the practice of the organisation.

Project and Events :

- Assist in administrative duties related to projects and events
- Be a first point of contact in the organisation of events
- Support the organisation of Fund Raising initiatives
- Support in the co-ordination of CSR initiatives

SKILLS AND PERSONAL ATTRIBUTES:

- Effective team working skills
- Good writing skills
- Good computer skills
- Good organisation Skills
- Able to work on own initiative
- Ability to meet deadlines
- Ability to communicate effectively with others
- Ability to remain patient, objective and positive under pressure
- Proficiency in the Maltese and English languages, both spoken and written, is required.

MINIMUM REQUIREMENTS: Qualifications

In possession of a Bachelor's Degree in Social Policy, Management or a related field

Or

BA (Hons) in Health and Social Care (Management)

Experience

Work experience in administration will be considered an asset.

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2019/20 , together with your CV, police conduct and the contact details for 2 Referees to:

The Director

Fondazzjoni Sebħ

Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebħ to reflect the needs of the service. This job description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission. This role is subject to the background checks stipulated by the Protection of Minors (Registration) Act 2011

Registered Organisation: **VO/1622**

Member of the International Catholic Child Bureau

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