

## Job Description

### Clerk

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#### Function

The overall responsibility of the Clerk is to support in the successful implementation of the MCVS Funding Schemes and initiatives managed by the Council. In this respect, the Clerk must maintain oneself regularly updated on issues relevant to the carrying out of one's duties. The specific responsibility of the Clerk is to provide efficient administrative support to the MCVS Officers.

#### Key Duties

The Clerk is responsible for the following tasks:

##### *Specific*

- Supporting in MCVS administrative work;
- Supporting in secretarial work all Funding Scheme and Initiatives Officials working at MCVS;
- Supporting in the maintenance of Funding Scheme and Initiatives filing and archives, keeping files updated and properly documented;
- Receiving, acknowledging receipt and maintaining the register of incoming and outgoing mail and applications;
- Supporting in the administrative management of the Volunteer Centres;
- Participate as Secretary in internal committee meetings as directed by MCVS management;
- Drafting and typing minutes in relation to internal meetings;
- Maintains MCVS filing and archives, keeping files updated and properly documented;
- Supporting in the drafting of replies to Parliamentary Questions;
- Supporting in the replies to MCVS generic email;
- Maintains a list of office supplies, replenish stocks as and when necessary, and carries out a periodic stock-taking exercise;
- Receiving, acknowledging receipt and maintaining the register of incoming and outgoing mail;
- Undertakes any other tasks, which the MCVS Administration, may delegate to him or her, as may be required;
- Any other duties according to the exigencies of the Public Service as directed by the Chief Executive Officer of the Malta Council for the Voluntary Sector.

##### *Generic*

- Participates in internal committee meetings as directed by MCVS management.
- Respects the MCVS Manual of Internal Control Procedures, the MCVS Code of Ethics and any other circulars issues by MCVS management from time to time.
- Respects deadlines as set by MCVS management.

#### Lines of Communication

Report to: Chief Executive Officer