

Malta Council for the Voluntary Sector
POSITION OF CLERK

Nomenclatures denoting the male gender include also the female gender.

1. The Malta Council for the Voluntary Sector (MCVS) invites applications for the position of Clerk.

Duration of assignment and Conditions

2.1 A selected candidate will enter into an indefinite assignment as a Clerk with the Malta Council for the Voluntary Sector.

2.2 The position of Clerk is subject to a probationary period of one (1) year.

2.3 Since this position is time-barred or linked to the completion of a specific task, such constitutes an objective reason in terms of Regulation 7(4) of S.L. 452.81.

Salary pegged to the position

3. The salary attached to the position of Clerk is equivalent to Salary Scale 13, (which in the year 2024 is €19,224.00 per annum rising by annual increments of €336.00 up to a maximum of €21,240.00)

Duties

4. The duties of Clerk

The overall responsibility of the Clerk is to support in the administration of the successful implementation of initiatives managed by the Council. The specific responsibility of the Clerk is to provide efficient administrative support to the MCVS Officers.

4.1 The Clerk shall be responsible for the following specific tasks:

- a) Supporting in MCVS administrative work;
- b) Supporting in secretarial work all Funding Scheme and Initiatives Officials working at MCVS;
- c) Supporting in the maintenance of Funding Scheme and Initiatives filing and archives, keeping files updated and properly documented;
- d) Receiving, acknowledging receipt and maintaining the register of incoming and outgoing mail and applications;
- e) Supporting in the administrative management of the Volunteer Centres;
- f) Carrying out required clerical duties for MCVS.
- g) Participate as Secretary in internal committee meetings as directed by MCVS management;
- h) Drafting and typing minutes in relation to internal meetings;

- i) Maintains MCVS filing and archives, keeping files updated and properly documented;
- j) Supporting in the drafting of replies to Parliamentary Questions;
- k) Supporting in the replies to MCVS generic email;
- l) Maintains a list of office supplies, replenish stocks as and when necessary, and carries out a periodic stock-taking exercise;
- m) Receiving, acknowledging receipt and maintaining the register of incoming and outgoing mail;
- n) Undertakes any other tasks, which the MCVS Administration, may delegate to him or her, as may be required;
- o) 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.

The Clerk shall be also responsible for the following generic tasks

- a) Participates in internal committee meetings as directed by MCVS management
- b) 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.
- c) Respects deadlines as set by MCVS management

Lines of Communication

Report to: Chief Executive Officer

Eligibility requirements

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

- (i) (a) citizens of Malta; or

(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

(d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

(e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in the Maltese and English Languages;
- (iii) (a) are in possession of a recognised qualification at MQF Level 5, or equivalent, plus one (1) year relevant work experience;
Or
(b) are in possession of a recognised qualification at MQF Level 4 or equivalent, plus three (3) years relevant work experience;

5.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized MQF level program of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

5.3 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of supporting documentation

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

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

Selection procedure

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

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.3, have proven relevant work experience.

Submission of applications

8. Covering letter, together with a *curriculum vitae* are to be submitted by hand at the Malta Council for the Voluntary Sector, Volunteer Centre, Melita Street, Valletta VLT 1129 or via email on mcvs.mivc@gov.mt by not later than **noon** (*Central European Time*) of **Friday, 22nd March 2024**.

Other general provisions

9. For more information contact the Malta Council for the Voluntary Sector at the Volunteer Centre, 181, Melita Street, Valletta. The phone and e-mail address of the Malta Council for the Voluntary Sector are +356 22481110 and mcvs.miv@gov.mt .

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Mauro Pace Parascandalo
Chief Executive Officer
Malta Council for the Voluntary Sector

**Kunsill Malti għas-Settur tal-Volontarjat
POŻIZZJONI TA' CLERK**

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Il-Kunsill Malti għas-Settur tal-Volontarjat jilqa' applikazzjonijiet għall-pożizzjoni ta' *Clerk*.

Tul tal-assignment u kundizzjonijiet

2.1 Persuna magħżula tidhol f'assenjazzjoni indefinit bħala *Clerk* mal- Kunsill Malti għas-Settur tal-Volontarjat.

2.2 Il-pożizzjoni ta' *Clerk* hija suġġetta għal perjodu ta' prova ta' tnax (12)-il xahar.

2.3 Din il-pożizzjoni hija marbuta ma' terminu ta' żmien fiss jew tkompliġja ta' biċċa xogħol speċifika, u għaldaqstant dan jikkostitwixxi raġuni oġġettiva skont Regolament 7(4) ta' L.S. 452.81.

Salarju marbut mal-pożizzjoni

3. Is-salarju għall-pożizzjoni ta' *Clerk* huwa ekwivalenti għal Skala ta' Salarju 13, (li fis-sena 2024 huwa ta' €19,224 fis-sena li jitle' b'żidiet fis-sena ta' €336.00 sa massimu ta' €21,240.00).

Dmirijiet

4. Id-dmirijiet tal-*Clerk*

Ir-responsabbiltà ġenerali tal-*Clerk* hija li tappoġġa fl-amministrazzjoni tal-implimentazzjoni b'suċċess ta' inizjattivi ġestiti mill-Kunsill. Ir-responsabbiltà speċifika tal-*Clerk* hija li tipprovdi appoġġ amministrattiv effiċjenti lill-Uffiċjali tal-MCVS.

4.1 Id-dmirijiet speċifiki ta' persuna fil-ħatra ta' *Clerk* jinkludu:

- a) Responsabbli mill-affarijiet kollha relatati mal-amministrazzjoni;
- b) Sapport f'xogħol segretarjali fl-iskemi tal-fondi u inizjattivi lill-Uffiċjali kollha li jaħdmu fl-MCVS;
- c) Sapport fil-manutenzjoni fl-iskemi tal-fondi u inizjattivi iffajljar u l-arkivji, iż-żamma tal-fajls aġġornati u dokumentati kif support;
- d) Tirċievi, tirrikonoxxi l-irċevuta u żżomm ir-registru tal-posta u l-applikazzjonijiet li jidhlu u joħroġu;
- e) Sapport fit-tmexxija amministrattiva taċ-Ċentri tal-Volontarjat;
- f) It-twettiq tad-dmirijiet klerikali meħtieġa għall-MCVS.

- g) Tjpparteċipa b'hal Segretarju f'laqgħat interni tal-kumitat kif diretti mill-manigment tal-MCVS;
- g) Tnejjja u ttajpar ta' minuti fir-rigward ta' laqgħat interni;
- għ) Iżomm l-iffajjar u l-arkivji tal-MCVS, b'fajls aġġornati u dokumentati kif support;
- h) Sapport fl-abbozzar ta' twegibiet għal Mistoqsijiet Parlamentari;
- ħ) Sapport fit-twegibiet għall-email ġeneriku tal-MCVS;
- i) Iżomm lista ta' provvisti għall-uffiċċju, jimla hażniet kif u meta meħtieġ, u jwettaq eżerċizzju perjodiku ta' teħid ta' hażniet;
- ie) Tirċievi, tirrikonoxxi l-irċevuta u żżomm ir-reġistru tal-posta li tidhol u toħroġ;
- j) Tagħmel xi kompiti oħra, li l-Amministrazzjoni MCVS, tista' tiddelega lil jew lilha, kif jista' jkun meħtieġ;
- k) Iwettaq dmirijiet oħra skond l-esiġenzi tas-servizz kif dirett mill-Uffiċjal Kap Eżekuttiv tal-Kunsill Malti għas-Settur tal-Volontarjat.

L-Iskrivan għandu jkun responsabbli wkoll għall-kompiti ġeneriċi li ġejjin

- a) Jjpparteċipa fil-laqgħat tal-kumitat intern kif ordnat mill-manigment tal-MCVS
- b) Jjrispetta l-Manwal tal-MCVS tal-Proċeduri ta' Kontroll Intern, il-Kodiċi tal-Etika tal-MCVS u kwalunkwe kwistjoni oħra ta' ċirkulari mill-manigment tal-MCVS minn żmien għal żmien.
- c) Jjrispetta l-iskadenzi kif stabbiliti mill-manigment tal-MCVS

Linji ta' Komunikazzjoni

Tirapporta lil: Kap Eżekuttiv

Rekwiziti tal-eligibbiltà

5.1 Sal-ħin u d-data tal-għeluq ta' din is-sejħa għall-applikazzjonijiet, l-applikanti għandhom ikunu:

(i) (a) ċittadini ta' Malta; jew

(b) ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

(c) ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

(d) kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemija f'(a), (b) jew (ċ), skont kif hemm fil-liġi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemija hawn fuq; jew

(e) ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar "Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)", jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18 (3) tal-istess regolamenti,

flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Rijunifikazzjoni tal-Familji.

Il-parir tad-Dipartiment għall-Affarijiet taċ-Ċittadinanza u *Expatriates* fi ħdan l-Aġenzija *Identity Malta* għandu jiġi mfittex skont il-ħtieġa fl-interpretazzjoni tal-provvedimenti imsemija hawn fuq.

Il-ħatra ta' kandidati msemija f'(b), (ċ), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġislazzjoni sussidjarja. *Jobsplus* għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

(ii) kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

(iii) (a) li għandhom kwalifika rikonossuta fil-livell 5 tal-MFQ jew ekwivalenti, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti;

Jew

(b) li għandhom kwalifika ta' rikonossuta fil-livell 4 tal-MFQ jew kwalifiki professjonali komparabbli, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti;

5.2 Kwalifiki li huma ta' livell ogħla minn dak rikjest hawn fuq jiġu aċċettati għall-fini ta' eliġibbiltà, sakemm dawn ikunu fis-suġġetti mitluba.

Dawk il-kandidati li ma jkunux għadhom ġabu l-kwalifiki msemija hawn fuq formalment xorta jiġu kkunsidrati, basta jipprovdu evidenza li ġew appovati għall-għoti tal-kwalifiki msemija jew inkella jkunu lestew b'suċċess il-krediti meħtieġa tal-ECTS/ECVETS, jew ekwivalenti, meħuda bħala parti minn programm ta' studju ta' livell tal-MQF rikonoxxut, kif mitlub fil-kriterji tal-eligibilitàta' hawn fuq jew oġġa, sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet.

5.3 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-pożizzjoni li l-persuna qed tapplika għaliha (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-*Service and Leave Record Form* (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat riċenti tal-Kondotta maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

5.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skont 5.1 – 5.3 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

5.5 L-applikanti prospettivi għandhom jaraw il-provvedimenti ġenerali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkonċerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-link aktar 'l isfel).

Sottomissjoni ta' dokumentazzjoni

6.1 Il-kwalifiki u l-esperjenza li l-persuna jkollha għandhom jintwerew b'ċertifikati u/jew dokumenti li kopja tagħhom għandha tkun mehmuża mal-applikazzjoni. Kopji *scanned* mibgħuta b'mod elettroniku huma aċċettati.

6.2 Id-dokumenti oriġinali għandhom, mingħajr eċċezzjoni, jintwerew waqt l-intervista.

Proċeduri tal-għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 – 5.3, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-applikazzjoni

8. L-'*covering letter*', flimkien ma' *curriculum vitae* li juru l-kwalifiki u l-esperjenza għandhom jiġu sottomessi fl-Uffiċini tal-Kunsill Malti għas-Settur tal-Volontarjat fiċ-Ċentru tal-Volontarjat, 181 Triq Melita, Valletta VLT 1129 jew sottomessi 'via email' fuq

mcvs.miv@gov.mt sa mhux iktar tard minn nofsinhar (*Fin tač-Ċenru tal-Ewropa*) ta' nhar il-Ġimgħa, 22 ta' Marzu 2024.

Provvedimenti ġenerali oħra

9. Għal aktar informazzjoni ikkuntattja lill-Kunsill Malti għas-Settur tal-Volontarjat fiċ-Ċentru tal-Volontarjat, 181 Triq Melita, Valletta VLT 1129. Il-kuntatt telefoniku u l-'email' tal-Kunsill Malta għas-Settur tal-Volontarjat huma +356 22481110 u mcvs.miv@gov.mt .

Mauro Pace Parascandalo
Uffiċjal Kap Eżekuttiv
Kunsill Malti għas-Settur tal-Volontarjat