

CALL FOR SERVICE

Funding Support Officer (Contract for Service)

The Malta Council for the Voluntary Sector (MCVS) invites interested and eligible persons to submit their application for the provision of services as a **Funding Support Officer**, on a contract for service basis.

1. Scope of Service

The selected service provider shall support MCVS in the administration and implementation of funding schemes, including the processing and evaluation of applications, monitoring of funded projects, and liaison with stakeholders.

Further details on the scope of duties are outlined in **Annex 1 - Terms of Reference**.

2. Eligibility Requirements

Applicants must meet one of the following criteria:

- Be in possession of a recognised qualification at MQF Level 6 or equivalent; or
- Be in possession of a recognised qualification at MQF Level 5 or equivalent, together with at least two (2) years of relevant work experience.

Qualifications in project management are preferred; however, qualifications in other fields will also be considered.

In addition, applicants should have:

- Good organisational and communication skills
- Ability to handle reporting and stakeholder coordination
- Experience working with voluntary organisations will be considered an asset

3. Contractual Conditions

- **Type of Contract:** Contract for Service
- **Duration:** Two (2) years
- **Fees:** €30,000 per annum (incl. of VAT)
- **Place of Work:** Valletta/ any other Volunteer Centre (hybrid arrangements may apply)

4. Submission of Applications

Interested applicants are to submit the following documents:

- A Curriculum Vitae (CV)
- A cover letter outlining their suitability for the assignment

Applications are to be submitted by email on m cvs.miv@gov.mt

The subject line of the email must clearly indicate:

Funding Support Officer - Contract for Service

5. Closing Date

Applications must reach MCVS by not later than **noon of Friday 8th May 2026**.

Applications received after the closing date and time will not be considered.

6. Additional Information

- MCVS reserves the right to request further information and/or clarification from applicants.
- MCVS reserves the right to annul this call at any stage without assigning any reason.
- This call does not constitute a commitment on the part of MCVS to engage any applicant.

Annex 1 - Terms of Reference

Funding Support Officer

1. Function

The Funding Support Officer shall contribute to the effective and efficient implementation of funding schemes administered by MCVS, in line with established procedures, guidelines, and regulatory frameworks.

The service provider is expected to act in a professional manner, ensuring accuracy, timeliness, and compliance in all tasks undertaken, while supporting the voluntary sector throughout the funding lifecycle.

2. Duties and Responsibilities

2.1 Funding Scheme Administration

- Assist in the promotion and management of funding schemes administered by MCVS
- Support the publication and administration of calls for applications
- Carry out eligibility checks on submitted applications in accordance with established criteria
- Coordinate the evaluation process, including the preparation of documentation for evaluators
- Assist in the compilation and publication of results

2.2 Project Monitoring and Implementation

- Monitor the implementation of funded projects, including on-site checks where required
- Review interim and final reports submitted by beneficiaries
- Provide guidance and support to voluntary organisations during project implementation
- Maintain accurate and up-to-date records of funded projects

2.3 Financial and Reporting Duties

- Assist in the preparation of grant agreements and related documentation
- Support processes related to payments, in line with established procedures
- Contribute to the preparation of internal, national, and/or European reports, as required
- Maintain data, statistics, and records related to funding schemes
- Support data analysis and the compilation of qualitative and quantitative information

2.4 General and Administrative Duties

- Ensure proper record-keeping, filing, and archiving of all documentation
- Liaise with internal and external stakeholders as necessary
- Support outreach and capacity-building initiatives targeting voluntary organisations
- Participate in meetings and activities at national and/or European level, as required

- Adhere to all applicable policies, procedures, directives, and codes of ethics
- Perform any other duties that may be required in line with the nature of the service