

JOB DESCRIPTION

Position: **Assistant Officer – Administration (CEO’s Office)**

Reports to: **Chief Executive Officer**

Ref: **CAA/125/26**

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. We are seeking a reliable, proactive, and committed Assistant Officer – Administration to support the CEO’s Office.

The Assistant Officer – Administration will be responsible for providing administrative and organisational support within the Office of the CEO, under the direction of the Officer – Administration and other senior officials. The role will support the efficient and effective day-to-day operations of the CEO’s Office, ensuring that all assigned tasks are carried out in line with the Authority’s aims and objectives, internal procedures, and applicable administrative and governance frameworks.

The Assistant Officer – Administration will assist in coordinating administrative functions, maintaining accurate records, and supporting the planning, organisation, and follow-up of activities within the CEO’s Office. The role will contribute to the smooth execution of office operations, ensuring tasks are completed within established timelines and in accordance with the Authority’s mission and functions.

2. POSITION OBJECTIVES

To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority;

To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling of assigned duties.

3. DUTIES OF ASSISTANT OFFICER – ADMINISTRATION

The Assistant Officer - Administration is responsible for the satisfactory performance of the duties in Annex A.

The Assistant Officer - Administration shall foster, promote and contribute to a culture of work ethic and service to the public and suppliers.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Chief Executive Officer.

4.2 Responsibility

The Assistant Officer - Administration is responsible for the satisfactory performance of all the above duties.

4.3 Accountability

The Assistant Officer - Administration is accountable for all the duties undertaken. The performance and effectiveness of the appointee will be gauged by considering the following:

- the provision of technical advice, project planning and coordination;
- the provision of services within the agreed time frames;
- initiative and innovative spirit shown;
- quality of the service provided;
- finding and applying new ideas and improvements that help the Authority achieve its goals;
- Earning positive feedback by working well with others and providing helpful, responsive support.

4.4 Cooperation and Teamwork

The Assistant Officer - Administration shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.5 Supervision

The Assistant Officer - Administration will receive direction from the Chief Executive Officer or their line superior.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications and Experience

In possession of a recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or an appropriate, recognized, comparable qualification) in Business Administration or in relevant areas determined by the Management and preferably three (3) years relevant work experience.

Applicant holding foreign qualifications are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta

Further and Higher Education Authority (MFHEA), which is to be obtained by submitting an online application for the recognition of qualifications at <https://services.mfhea.mt/CertificationApplication.aspx>.

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

5.2 Other

The applicant must have:

- Ability to communicate in both Maltese and English languages.
- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organizational skills.
- Proficiency in Microsoft Office Tools and other relevant statistics and analytical tools.

The appointment of candidates who are not citizens of Malta may 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.

6. **OTHER PROVISIONS**

6.1 This appointment is subject to a probationary period of twelve (12) months.

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

6.3 Submission of documentation.

With application:

- i. CV
- ii. Scans of Educational Qualification Certificates
- iii. MQRIC certification of equivalence in case of foreign qualifications

At interview:

- i. Originals of Educational Qualification Certificates
- ii. Original ID card or passport (for verification)

Prior to signature of contract of employment:

- i. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- ii. Certificate of good conduct (original/s)

- 6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

ANNEX A

Duties and Responsibilities

- **Administrative Support to the CEO's Office**

Provide comprehensive administrative and clerical support to the Officer within the Office of the CEO in the execution of daily tasks and office operations, ensuring efficient workflow and timely completion of duties.

- **Meeting Coordination and Documentation**

Prepare and organise meeting agendas, supporting materials, and documentation. Attend meetings where required, and accurately record, prepare, and distribute minutes and action points in a timely manner.

- **Correspondence and Communication Handling**

Manage incoming and outgoing correspondence, emails, and telephone communications in a professional and timely manner, ensuring appropriate follow-up and response where necessary.

- **Records and Filing Management**

Maintain accurate, secure, and well-organised filing systems for documents, reports, and records, both in electronic and hard copy formats, ensuring easy retrieval and compliance with internal procedures.

- **Document Preparation and Support**

Assist in the preparation, formatting, and proofreading of letters, reports, presentations, and other official documentation to ensure accuracy, clarity, and consistency.

- **Logistical and Travel Support**

Coordinate travel arrangements, accommodation, and other logistical requirements for the CEO's official engagements, ensuring efficiency and adherence to internal procedures and policies.

- **Stakeholder Liaison Support**

Liaise with internal departments and external stakeholders to facilitate effective communication and ensure smooth information flow across the organisation.

- **Monitoring and Follow-Up of Tasks**

Monitor deadlines, track pending actions, and follow up on outstanding administrative matters to support the timely completion of deliverables within the CEO's Office.

- **Office Administration and Procurement Support**

Manage office supplies and assist in basic procurement processes related to the CEO's Office, ensuring availability of necessary resources and compliance with internal procedures.

- **Financial and Administrative Processing Support**

Assist in the processing of expense claims, requisitions, and other administrative documentation in line with established financial and organisational procedures.

- **Event and Meeting Support**

Support the organisation of internal and external meetings, workshops, and corporate events, ensuring smooth coordination and logistical arrangements.

- **Confidentiality and Professional Conduct**

Maintain a high level of confidentiality, discretion, and professionalism in handling sensitive and executive-level information at all times.

- **Flexibility and General Duties**

Perform any other related administrative duties as may be reasonably assigned from time to time by the Officer within the offices of the CEO and the Chief Officers.

The Assistance Officer Administration may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.