



Terms of Reference – VAC002-SEC/2024

Post of Secretary (Officer) at the GAL Xlokk Foundation

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**Co-funded by
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1. Scope

Gal Xlokk Foundation (GXF) is recruiting the ideal candidate for the position of Secretary (Officer) for the Foundation, in order to assist the manager and the decision committee in a list of duties, which will be listed within this Terms of Reference (refer to section 4)

2. Background Information

GXF is a foundation composed of a group of local councils and private entities operating within the South-east territory in Malta. The Foundation is responsible to administer the LEADER Programme under the Rural Development Programme for Malta (2014 – 2020) and the Common Agricultural Policy (CAP) for Malta 2023-2027 within its territory, amongst others. The Foundation's primary goal is to enhance the quality of life for residents whilst making the territory more economically prosperous.

3. Terms and Conditions

- i. This appointment is subject to a probationary period of six (6) months.
- ii. The Salary for the post of Secretary (Officer) is €20,000 per annum, having an annual incremental increase of €400 as from the 1st January 2026.
- iii. Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary, subject to satisfactory performance.

4. Duties and Responsibilities

- i. Taking/Recording minutes of Decision Committee meetings and other relevant meetings in an effective manner
- ii. Attending meetings/training/conferences both locally and abroad when and where requested
- iii. Assist the Manager to co-ordinate the work of the Decision Committee
- iv. Form part of the Evaluation Committee, including the drafting of technical and administrative reports as specified in the LEADER Operating Guidelines
- v. Provide a timely and effective response to any queries by the Managing Authority (MA) with the Ministry for European Funds, Social Dialogue and Consumer Protection and the Agriculture and Rural Payments Agency (ARPA) within the Ministry for Agriculture, Fisheries and Animal Rights
- vi. Communicate with all horizontal stakeholders and networking with local and European counterparts
- vii. Any other ancillary roles including those which may be identified by the LAG's manager from time to time
- viii. Participating actively in any meetings, seminars, training or events organized by the National Rural Network
- ix. Continue to acquire knowledge, experience and expertise in all areas related to the LEADER and Rural Development Policies
- x. Taking every opportunity to acquire and increase awareness of new management skills, particularly in the areas of project management, financial management, human resource management and information technology
- xi. The duties and responsibilities may vary and develop. The chosen candidate may be required to undertake further duties, which may be reasonable required taking into consideration one's personal capabilities.

5. Procedure

This Open Call is being issued in accordance with Chapter 452 of the Employment and Industrial Relations Act and any other subsequent conditions of employment identified in Maltese Law.

6. Administrative Criteria – Applicants’ Submissions

- i. Interested applicants are to submit a Covering letter, together with a detailed Curriculum Vitae, indicating qualifications and experience, and a copy of the Certificates (Original certificates are to be presented at interview stage).
- ii. A copy of a Certificate of Conduct issued by the Criminal Records Office (<https://kondotti.gov.mt/>) or other competent authority, issued not earlier than one (1) month prior to the closing date of this call.
- iii. Submissions are to include all the requested details and documentation *and* have to be sent via email on: info@galxlokk.com by not later than Friday **19th April 2024 (Central European Time)**. Late Submissions will be automatically rejected.

It is the responsibility of the applicants not to leave until the last moment for submission of their application. An email will be sent as an acknowledgement of the application submission within one (1) working day.

Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

Applications which are received after Friday, **the 19th of April 2024** are not allowed and will not be considered.

7. Technical Criteria – Qualifications and Requirements

To be eligible, interested candidates must be in possession of all the following requirements:

- a) Attain a pass at MQF Level 4, either through Advanced level in any two subjects, and/or a VET Diploma with a minimum 120 ECTS/ECVET or a comparable level.
- b) A pass at MQF level 3 in Maltese, English Language, and any other two subjects, with at least a Grade 1-5, or a comparable level
- c) Have a pass in IT Office Application Skills, obtained through a course organized by the Institute for the Public Services (IPS), or accredited at MQF level 3 by ICDL Malta (previously ECDL Malta) or the Malta Further and Higher Education Authority (MFHEA)

Additionally, candidates who possess a pass at **MQF level 5 (with a minimum of 60 ECTS/ECVET)** or **higher MQF Level** who satisfy criteria **b** and **c** are exempt from criterion **a** and considered eligible.

Furthermore, candidates who have not yet formally obtained the qualification specified to be eligible, will still be considered provided that they submit evidence that they are in the final phase

of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st of October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Prospective applicants without a MQF Level are expected to provide recognition statements for their qualifications from the Malta Qualification Recognition Information Centre (<https://mfhea.mt/academic-qualifications/>) or other designated authorities, as applicable. This requirement is in accordance with the provisions specified for this call for applications.

While the following are not mandatory for job eligibility, due consideration will be given to applicants who, besides the eligible requisites have the below:

- a. Competencies:
 - work experience in an office environment;
 - Basic knowledge on the LEADER programme or other EU funded programmes.
- b. Character
 - Have an eye for detail.
 - Be able to multi-task and work on own initiative.
 - Be a team player, flexible and able to meet strict deadlines.
 - Have good communication, customer service and relationship-building skills.
 - Agreeing to travel abroad when and where requested.

8. Criteria for award

- i. GXF will choose the preferred candidate after conducting formal interviews, and having met the requested administrative and technical criteria as specified in sections 6 and 7 of this document.
- ii. The Evaluation Committee will present the interview's ranking together with all the supporting documentation to the Decision Committee of the GXF. The Decision Committee is the decision-making body in relation to all activities of the GXF. All decisions taken are made in conformity with the Commission Guidelines, EU Regulations, National legislation, the Rural Development for Malta (2014 – 2020) and CAP SP (2023 – 2027) along with the GXF's grant agreement with the Managing Authority. The Decision Committee will verify the interview process and shall select the chosen candidate.
- iii. The maximum mark for this selection process is 100% and the pass mark is 50%.
- iv. The successful and unsuccessful candidates will be informed through writing about the final decision. The result of the interviews will be published and exhibited on the GXF's notice board and Website.

9. Cancellation of the Call

- i. GXF reserves the right to cancel or postpone to a later stage this Open Call. In case of postponement or cancellation, all interested applicants will be informed by email.

10. Date of commencement and period of execution

- i. The date of commencement shall be the date of signing of the contract between the chosen candidate and the legal representative of the Foundation.

11. Applicable Law

- i. This open call shall be governed by and construed and enforced with and subject to the laws of Malta.