

Terms of Reference:
Vacancy for the Secretary (Officer)
at the Xlokk Action Group Foundation.

REF:VAC002-GXF/2025

GAL Xlokk Foundation

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SECTION 1 – INSTRUCTIONS TO INTERESTED APPLICANTS

1. *Scope*

GAL XLOKK Foundation (GXF) is seeking a qualified candidate for the role of Secretary (Officer). The selected individual will support the operational and administrative functions of the Foundation, including the implementation of the Local Development Strategy (LDS) in line with National and European regulations and Managing Authority (MA) guidelines, under the direction of the Decision Committee.

2. *Background Information*

The GAL XLOKK Foundation (GXF) comprises of a group of local councils and private entities operating within the Xlokk region of Malta. The Foundation implements the LEADER Programme under the Rural Development Programme for Malta 2014-2020 and the Common Agricultural Policy Strategic Plan (CAP SP) for Malta 2023 – 2027 among other responsibilities. The Foundation's main objective is to develop rural areas within its territory, aiming to improve the quality of life and enhance economic prosperity.

3. *Duties and Responsibilities*

The selected candidate will be responsible for:

- I. Managing communication
- II. Scheduling and calendar management
- III. Document preparation
- IV. Providing administrative support
- V. Filing and record-keeping
- VI. Assisting with Office coordination
- VII. Assisting with Financial tasks

This includes coordinating and overseeing approved activities within the Local Development Strategy for the Xlokk territory 2014 - 2020, the Common Agricultural Policy Strategic Plan for Malta 2023 – 2027, and potentially other programs.

Main Responsibilities:

- I. Supporting the Local Action Group (LAG) in planning and budgeting processes through coordination and documentation.
- II. Assisting in the preparation of work plans, internal procedures, and schedules, supporting staff activity tracking and allocation.
- III. Providing administrative support in the day-to-day operations of GXF, the LEADER programme, and monitoring of LDS-approved actions.
- IV. Maintaining consistent communication and meeting logistics with the Chairperson, Decision Committee and the LAG Manager.
- V. Coordinating with the Managing Authority and other ministries on documentation, reports, and official correspondence.

- VI. Respond promptly to information requests and maintain up-to-date stakeholder communication records.
- VII. Acting as liaison with external bodies, including IAID, SEM, government institutions, and other partner entities..
- VIII. Organising and minuting Decision Committee meetings, including the Annual General Meeting when required..
- IX. Assisting in the drafting and release of calls and sub-measures in coordination with GXF leadership..
- X. Supporting the delegation of tasks among staff by maintaining clear schedules and follow-ups..
- XI. Coordinating procurement processes within the allocated budget frameworks..
- XII. Supporting the implementation and administrative tracking of LDS actions under CAP 2023–2027.
- XIII. Assisting in setting up monitoring tools and reports to ensure project compliance and timeliness.
- XIV. Handling logistics and documentation for participation in local and overseas meetings or training.
- XV. Preparing standard reports in line with the Operating Guidelines and ensuring timely submission.
- XVI. Processing basic financial documentation in line with public financial procedures.
- XVII. Assisting in the preparation and dissemination of tender documentation according to public procurement rules. (MA circular 01/2019)
- XVIII. Contributing administratively to programme evaluation tasks as instructed by the Managing Authority.
- XIX. Providing logistical support for participation in National Rural Network events and activities.
- XX. Any other administrative duties that may be assigned by the Local Action Group's Chairperson

Flexibility:

Duties and responsibilities may vary. The chosen candidate might be required to undertake additional duties beyond the LEADER Programme, considering their personal capabilities.

4. Technical Criteria - Eligible Qualifications and Requirements

Interested candidates must be in possession of the following qualifications and skills:

- In possession of a pass (at least at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations) in six (6) subjects at MQF level 3 which must include Maltese, English, Mathematics and IT Office Application Skill:
- or a full MQF level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in six (6) subjects which must include Maltese, English, Mathematics and IT Office Application Skills (*) as separate study units within the course pursued. Or a higher qualification than those just described.

Prospective applicants without an 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 meet the following additional competencies and character traits:

a. Competencies

- Proven experience working in an office environment, with a strong grasp of administrative processes.
- or
- Familiarity with the LEADER programme or other EU-funded initiatives, including basic procedures and reporting requirements.

b. Character Attributes

- High attention to detail and commitment to accuracy.
- Ability to handle multiple tasks effectively and work independently when necessary.
- Strong team orientation, adaptability, and capacity to meet tight deadlines.
- Excellent communication and interpersonal skills, with a customer-focused mindset.
- Willingness to travel abroad as needed to support the Foundation's operations.
- "Ensure strict adherence to confidentiality protocols and exercise discretion in all matters."

5. Administrative Criteria - Applicants' Submissions

Applicants must submit their application via email to info@galxlokk.com addressed to the Chairperson of the GAL Xlokk Foundation by Thursday, **21st of July 2025**.

Applications must include the following:

- i. **Covering letter; and**
- ii. **Detailed Curriculum Vitae, indicating qualifications and experience, together with copies of all relevant Certificates; and**
- iii. **A copy of an Identification Document² (e.g. I.D. Card, passport, etc.); and**
- iv. **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.**

Applicants are responsible not to leave submissions until the last moment for submission of their application. An email acknowledgement of the application submission will be sent within one (1) working day.

Applicants are granted up to two (2) working days after the closing date from the date of notification, whichever is the latest, to submit any incorrect, incomplete or missing documents. **Applications received after Thursday, ^{21st} 21st July 2025 will not be considered.**

6. Procedure

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

7. Selection Procedure

The Selection procedure will be as follows:

- i. A Selection Committee appointed by the Decision Committee of GXF will assess eligible applicants through formal interviews to determine their suitability for the position.
- ii. The maximum mark for this selection process is 100% and a pass mark is 50%.
- iii. The Selection Committee will present the interview's rankings and supporting documentation to the Decision Committee of the GXF. The Decision Committee will verify the interview process and shall select the chosen candidate.
- iv. Both successful and unsuccessful candidates will be informed in writing of the final decision. The interview results will be published and displayed on the GXF's notice board and website.

8. Cancellation of the Call

GXF reserves the right to cancel or postpone this Open Call. All interested applicants will be notified by email in the event of postponement or cancellation.

9. Date of Commencement and Period of Execution

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

10. Applicable Law

This open call shall be governed by and construed by the laws of Malta.

SECTION 2 – EMPLOYMENT CONDITIONS

Nature of Employment:

The chosen candidate shall be employed on **full-time basis (40 hours per week)**, Monday to Friday from 7.30 am to 4pm of which the employee will be entitled to a 30-minute daily break. The position is based at the GXF office in Qormi (GAL XLOKK Foundation 269, Main Street, Qormi, QRM1107).

In *rare circumstances and within reasonable limits*, it is expected that the chosen candidate will work irregular and extra hours, including weekends and public holidays, to effectively fulfil the requirements of the post. The chosen candidate will not be paid over and above the agreed salary when working additional hours.

Remote working arrangements may be considered only with prior approval from both the LAG Manager and the Decision Board.

Probation Period:

This open call is subject to a probationary period of twelve (12) months.

Contract:

The selected candidate will enter into a three (3) year assignment as Secretary (Officer) at GAL Xlokk Foundation, which may be renewed for further periods.

Leave, Sick Leave and National/Public Holidays:

Annual Vacation Leave: The chosen candidate shall be entitled to vacation leave every calendar year, calculated on the basis of a 5-day, forty-hour working week and an 8-hour working day. Therefore, the employee is allocated an annual total of 192 hours basic leave entitlement and any additional hours as issued by the Department for Industrial Employment Relations.

Vacation leaves not availed of shall be carried forward to the following year, with the leave accumulated from the previous year utilized first. In cases, where the employer or employee terminates the agreement, the employer is obliged to remunerate the employee for any vacation leave not availed of, based on the salary of the employee at the time of the termination.

Sick Leave: As per National Standard Regulations, the employee is entitled to 80 hours of sick leave.

National/Public Holidays: The chosen candidate shall be entitled to all national and public holidays issued by the Department for Industrial Employment Relations with full pay on the days that fall between Monday and Friday.

Remuneration and Other Benefits:

Salary: The starting annual basic salary for the Secretary (Officer) position is €22,000, with an annual increment of €400 granted upon completion of each year of service. This increment will continue to apply for every subsequent year until the termination of the contract.

The elected candidate will also be entitled to:

- i. A performance bonus of up to 10% of the basic salary may be payable to the level of performance and subject to the approval of the GXF manager and the Decision board.
- ii. A disturbance allowance of 10% (to be determined by the LAG) may be granted during peak periods, subject to approval by the Decision Committee.
- iii. An acting leadership bonus of 10% may be awarded in duly approved circumstances, subject to the discretion of the LAG Manager and the endorsement of the Board.
- iv. The employee's salary is paid in twelve (12) monthly payments in a calendar year.
- v. The employee shall receive any other benefits such as government bonus, income supplement, including the approved cost of living increase announced in the Government of Malta's annual budget



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