

CALL FOR APPLICATIONS TO FILL VACANCY FOR Manager A – CEO Office

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to recruitment.pg@projectgreen.mt

JOB DESCRIPTION & PROFILE

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| Title | Manager A – CEO Office |
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Job Description

Overview

About the CEO Office:

The CEO's Office is responsible for the overall performance and the executive day-to-day management of the Project Green Agency. Furthermore, the CEO's Office is responsible for the development and implementation of the Agency's strategy, its policies including Government's greening agenda.

About the Role:

As Manager A – CEO Office your tasks will include:

- Manage external communications and serve as a Single Point of Contact in answering client's queries,
- Stay updated on Project Green's projects, activities, and services to answer inquiries in a professional manner,
- Assist the Head – Business Manager to the CEO with the implementation of tasks and initiatives, including preparing reports, tracking the progress of assignments, and maintaining an orderly administrative environment,
- Utilise internal IT systems to support Heads within the CEO's Office, record and maintain accurate data, and any other related recording systems required,
- Organise, classify, and store records in both physical and electronic formats, ensuring compliance with the Agency's policies and legal requirements.
- File all documents, papers, letters, and records for quick and easy access and retrieval, maintaining and updating CEO office files.
- Manage the registration and distribution of incoming and outgoing correspondence, tracking document movements, and supporting the retrieval of records for internal use.

- Make proper and efficient use of office equipment and assist in routine office tasks such as data entry and filing.
- Attend meetings and required training as necessary, and perform any other duties assigned by the Head – Business Manager to the CEO.
- Carry out other related duties that may be assigned from time to time.

About You:

Project Green is looking for a Manager A – CEO Office. The selected candidate should be a self-starter with proven experience in managing an office environment. You are passionate, creative, with excellent interpersonal and communication skills. You will have the ability to plan and manage multiple priorities and demanding timeframes in an organised and efficient manner. The ideal candidate would excel at office management, communication, a self-directed person with a strong work ethic and high expectations for performance; a person leading by example and sets strong professional and personal standards for every activity.

The role requires the possession of a minimum of a diploma qualification (MQF Level 4) or higher as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC) in Business Administration, or any other relevant field. You will also possess a minimum of one (1) year work experience in a similar role.

If you do not have the qualifications but have five (5) years work experience in a relevant field, we would still be interested to consider you.

Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on mfhea.mt under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further

details, you may refer to the Data Protection Policy on Project Green's webpage project.green.

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.