



CALL FOR APPLICATIONS

Secretary, De La Salle College Sixth Form, Birgu

La Salle Malta would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. La Salle Malta adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

De la Salle College invites applications for the post of Secretary at De La Salle College Sixth Form, Birgu.

1. The selected candidate/s will follow a five (5) day working week of an average weekly working time of forty (40) hours. The appointment, which is subject to a probationary period of 6 months, is on a full-time basis (indefinite contract) and is subject to the rules and regulations of De La Salle College.
2. All new appointees may be required to undergo an induction phase and any other relevant training which may be deemed necessary.
3. The salary for the post of Secretary is Salary Scale 14, which in 2023 amounts to €17,565 per annum rising by annual increments to a maximum of €19,465.98.
4. The duties of a Secretary shall include:
 - a. providing secretarial and clerical support as required;
 - b. compiling basic reports such as statistical data or related content as required by management;
 - c. registration/distribution of incoming and outgoing mail as well as file movements;
 - d. making use of department/section IT systems and/or databases, the school management system as well as handling email correspondence;
 - e. answering general queries and FAQs from the general public and internal clients in accordance with well-defined regulations, guidelines, instructions and general practices, under the supervision of the Head of School;

- f. handling small amounts of cash such as petty cash or fees relating to routine services;
 - g. assuming responsibility for public counters or reception desks when required;
 - h. being familiar with regulations and procedures related to schools, their employees and employment law;
 - i. scheduling meetings as required;
 - j. taking dictation and/or minutes and transcribing information as required;
 - k. being accountable to the Head of School;
 - l. performing any other duties that may be assigned from time to time by the Director of Educational Mission or his delegate.
5. Selected candidate/s are obliged to ensure that throughout their employment period they remain conversant with current issues and practices related to their area of work. For this purpose, opportunities will be provided for ongoing professional development which will help to ensure that a professional standard of service will be maintained throughout.
6. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (Cap. 413), even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the approval of the Ministry for Education (MFED).
7. By the closing date and time for the receipt of applications, applicants must be:
 - (i) of conduct which is appropriate to the post applied for. Applicants must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application;
 - (ii) not less than sixteen (16) years of age;
 - (iii) adequately proficient, both verbally and written, in the Maltese and English languages (Level C1/C2 of the Common European Framework of Reference for Languages);
 - (iv) in possession of either:
 - (a) a certificate in Administrative and Secretarial Studies issued by MCAST or an appropriate comparable qualification; **or**

(b) a Secondary Education Certificate showing passes in at least five subjects including Maltese, English and Mathematics at Ordinary Level (1-5) and two passes in Advanced Matriculation Level or equivalent, which may include any of the five passes offered at Ordinary Level.

- (v) Candidates should also be in possession of The European Computer Driving Licence (ECDL) certificate or equivalent.

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

Candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications concerned by the date of the interview.

Prospective applicants should note the requirement to produce MQRIC recognitions statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.

8. Qualifications claimed must be supported by certificates, copies of which should be attached to the application; original certificates are to be produced for verification at the interview.
9. An interview will be conducted for every eligible candidate
10. Selection will be made according to the order of merit following the interview process and this result will be valid for one (1) scholastic year.
11. A letter of application accompanied by a CV and copies of relevant qualifications will be received in the first instance by the **Director for Educational Mission, La Salle Malta** on hr@lasallemalta.edu.mt by not later than **noon of Monday 10th April, 2023**. All applications will be acknowledged. **Late applications shall not be considered.**