

## **Call for Applications: Post of Marketing & Communications Officer at the Valletta 2018 Foundation**

*In accordance with clause 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.*

1. In line with the concept of job mobility across the wider public sector, which enhances the learning experience of the individual whilst addressing the exigencies of the public sector, expressions of interest are being sought from suitable public officers and public sector employees to perform duties as cited below, for a period of three (3) years which could be renewed.

2. Since this position falls under para 7 (4) i. being a project-based function in terms of Subsidiary Legislation 452.81, entitled 'Contracts of Service for a Fixed Term Regulations 2007, then this constitutes an objective reason for the Employee not to attain indefinite status in terms of the said Regulation.

3 Eligible Officers (see eligibility at 8.1 below) are thus invited to submit their expression of interest to perform such duties. Eligible Public Officers, detailed / deployed / on loan to Public Sector Organisations, may also apply. Applications must be invariably submitted through the Head of Department / Entity for information purposes only. Successful Public Sector employees must make their own arrangements for their release prior to accepting any undertaking.

4. The **Marketing & Communications Officer** forms part of the **Valletta 2018 Foundation**. The main duties are:

- i. To support the Communications Coordinator in planning and undertaking marketing and communications duties to contribute to the organisation's media projects.
- ii. Researching, writing articles, brochures and publications will also be a core part of this role.
- iii. Identifying opportunities and developing appropriate plans and approaches
- iv. Developing marketing and communications activities through research and implementation.
- v. Overseeing the design and delivery of marketing materials such as flyers, banners and adverts.
- vi. Administering marketing and communications programmes and campaigns for a range of audiences to achieve agreed objectives.
- vii. To assist in the preparation and coordination of project promotion in the run up to 2018 and in the final delivery of the event in 2018, with a view to achieve the highest impact and ensuring sustainability.
- iv. To plan and contribute towards the direction of the organisation's activities to achieve stated/agreed objectives

v. To liaise with the rest of the team so as to understand all necessary aspects and needs of operational development, and to fully inform the rest of the team of operational objectives, purposes and achievements.

5 The selected candidate shall, for the period during which he/she is performing such duties, be accountable to the Executive Director, where he/she is deployed.

6. The period during which the selected applicant is performing duties as Marketing & Communications Officer is three (3) years.

6.1 The salary attached to the position shall be **Scale 6 Maximum Scale at €26,512 per annum**. The successful applicant will also be entitled to a Performance Bonus up to 10%.

7. Eligible applicants will be interviewed by a Selection Board to assess their suitability to carry out such duties.

8.1. Applicants must, by the closing date of submission of the application, be in possession of, or have been approved for

[a] either a Masters degree in communications, or related/relevant discipline or appropriate comparable qualification at the time of application for the post, recognized by the Malta Qualifications Council, and have a minimum two years experience in a related area,

[b] or in possession of a first degree in communications or related/relevant discipline or appropriate comparable qualification at the time of application for the post, recognized by the Malta Qualifications Council and have a minimum of five years' experience in a related area.

8.2. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the Executive Director, Valletta 2018 Foundation, Exchange Buildings, Republic Street, Valletta by the closing date.

8.3. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

8.4. (a) With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

(b) Applicants who are not in possession of the recognition statement may still apply, provided that they submit a copy to the receiving Entity as soon as this is available but, in any case, by not later than one week from the closing date of the Expression of Interest. Applicants who, for reasons beyond their control, fail to present the required statement within the one-week period

stipulated above, may request the receiving entity to extend the time limit by a further period which, in any case, may not exceed one week. Reasons for delay should be clearly stated.

(c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website ([www.mqc.gov.mt/mqric](http://www.mqc.gov.mt/mqric)). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.

9. Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Cap 413), even if they do not fully satisfy the eligibility requirements; this provided they can carry out, in essence, the duties related to the position/s applied for.

Representations in terms of this clause should be attached to the application form and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the receiving entity and copied to the NCPD.

10. Applications, supported by the necessary documentation, which should include a detailed C.V., and where applicable a Service and Leave record form (GP 47), are to reach the Executive Director, Valletta 2018 Foundation, Exchange Buildings, Republic Street, Valletta, by hand or by post, by not later than noon (Central European Time) of **Friday 29 May 2015**. Scanned copies of the application and the relevant documentation sent electronically on [info@valletta2018.org](mailto:info@valletta2018.org) are acceptable

11. Applications received from abroad by noon (CET) **Friday 29 May 2015** may be considered provided that all requisite details are given.

12 ( a ) Applications delivered by hand will be acknowledged in writing and a receipt will be issued at the time of delivery.

( b ) Applications sent via email will be acknowledged immediately.

( c ) Applications by post should be sent by registered mail and in sufficient time to ensure delivery by the closing date. These will be acknowledged in writing within five (5) working days from receipt.

( d ) In the absence of an acknowledgment within five (5) working days from the closing date of applications, it is the responsibility of applicants concerned to confirm with the receiving entity, at the above address, receipt of their application by the closing date.

13. Selected Officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.