

## **JOB DESCRIPTION**

**Position:** *Assistant Officer – Personal Assistant*

**Reports to:** *Chief Executive Officer*

### **1. BASIC FUNCTIONS**

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. Our leadership needs an experienced and dedicated personal assistant to drive workflows and ensure high levels of performance amongst the team. We are looking for someone proactive, with strong communication and analytical skills, to fill this role. The personal assistant will offer comprehensive support in all areas of business, including communications, administration, project management, and client satisfaction. An ideal candidate will also feel comfortable working in a high-pressure office environment.

### **2. POSITION OBJECTIVES**

- To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority.
- To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling of assigned duties.

### **3. DUTIES OF ASSISTANT OFFICER – PERSONAL ASSISTANT**

The Assistant Officer – Personal Assistant is responsible for the satisfactory performance of the duties in Annex A.

The Assistant Officer – Personal Assistant shall foster, promote and contribute to a culture of work ethic and service to the public and suppliers.

### **4. ORGANISATIONAL RELATIONSHIPS**

#### **4.1 Structural**

Responsible to the Chief Executive Officer.

The Assistant Officer – Personal Assistant may be required to coordinate teams within the Authority to work on specific tasks or projects, and thus be responsible for one or more other staff members.

#### **4.2 Authority**

The Assistant Officer – Personal Assistant has the authority to take any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the Line Superior or their representative.

#### 4.3 Responsibility

The Assistant Officer – Personal Assistant is responsible for the satisfactory performance of all the above duties.

The Assistant Officer – Personal Assistant shall foster, promote and contribute to a culture of work ethic and service to the public.

#### 4.4 Accountability

The Assistant Officer – Personal Assistant is accountable for all the duties undertaken. The performance and effectiveness of the appointee will be gauged by considering the following:

- the provision of technical advice and expertise within budgets;
- the provision of services within the agreed time frames;
- the sensitivity to concepts of cost-effectiveness and added value;
- initiative and innovative spirit shown;
- quality of the service provided.

#### 4.5 Cooperation and Teamwork

The Assistant Officer – Personal Assistant shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

#### 4.6 Supervision

The Assistant Officer – Personal Assistant will receive directives from the Chief Executive Officer or their representative.

### **5. ELIGIBILITY REQUIREMENTS**

#### 5.1 Qualifications

Diploma in Business and Management or equivalent.

Candidates who have not yet formally obtained or are not yet approved for the qualification/s specified will still be considered provided that they submit evidence.

#### 5.2 Experience

- Expert proofreading and editing skills
- Familiarity with common office software
- Self-starter personality and intellectual curiosity
- Strong problem-solving ability
- Strong project management ability
- Comfort working with top-level managerial staff
- At least two years experience in a Personal Assistant role

## 5.2 Other

The applicant must have:

- Ability to communicate in Maltese or/and English languages.
- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organizational skills.
- Proficiency in office software.

The appointment of candidates who are not citizens of Malta may necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

## 6. **OTHER PROVISIONS**

6.1 This appointment is subject to a probationary period of twelve (12) months.

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

### 6.3 Submission of documentation

With application:

- a. CV
- b. Covering letter
- c. Scans of certificates/transcripts and/or testimonials or Jobsplus records or similar supporting work experience.
- d. Scan of ID Card/ passport

At interview:

- a. Originals of certificates/transcript presented with application (for verification)
- b. Original ID card or passport (for verification)
- c. MQRIC certification of equivalence in case of foreign qualifications

Prior to signature of contract of employment

- a. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- b. Certificate of good conduct (original/s)

6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the

Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

## **Annex A**

### Duties and Responsibilities

#### Objectives of Role

- Offer comprehensive assistance to executives and senior staff.
- Maintain clear communication channels throughout the office.
- Provide administrative support as needed in coordination with support staff.
- Assist with project management and deliverable execution, keeping team on track to meet key goals.
- Ensure client satisfaction with timely communications and product delivery.
- Coordinate activities of a small team to ensure organized and efficient workflow.

#### Responsibilities of Role

- Manage executive calendars to accurately assess availability.
- Process executive communications and correspondence for key updates and inquiries.
- Events and team building activity coordination.
- Assist with special projects as required in a support capacity.
- Arrange travel and accommodations for executives.
- Communicate in office with all levels of staff to ensure coordination.
- Draft daily memos on business topics to executives, staff, and clients.
- Assist the CEO in roles in matters in relation to planning, travel, and meetings and anything that is deemed necessary within the scope of role.

The Personal Assistant may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.