



REĞJUN NOFSINHAR

Ufficiċju Amministrattiv, 395, Triq il-Vitorja, Hal Qormi QRM 2504

21499389 – 21499355

regjun-nofsinhar.dlg@gov.mt

VACANT POSITIONS WITHIN THE SOUTHERN REGIONAL COUNCIL

Date 20th May 2025

Call issued according to Human Resources Regulations Legal Notice 358 of 2022 and Legal Notice 95.2007 para 6(b)

EUROPEAN/LOCAL FUNDS MANAGER

Jobsplus Permit Number 455/2025

PROJECTS MANAGER

Jobsplus Permit Number 460/2025

CULTURAL MANAGER

Jobsplus Permit Number 461/2025

Nomenclatures that indicate the male gender are also inclusive of the female gender

Terms & Conditions

- 1.1** This appointment is subject to a probationary period of twelve (12) months;
- 1.2** During this probationary period, selected officers will be given an induction course;
- 1.3** The annual salary attached to this position is that of €33,934.00 in 2025 Scale 7 Notch 7;
- 1.4** A selected candidate will enter into an assignment of thirty-six (36) months within a Regional Council, which assignment may be renewed for further periods. Unsatisfactory performance during the assignment period will lead to termination of the assignment;
- 1.5** The Results will be valid for two (2) years from the date of publication.

Duties

- 2.1** Duties of these vacant positions may be viewed in **Annex I** attached to this Circular.

Eligibility Requirements

- 3.1** By the closing time and date of this call for applications, applicants must be:
 - i. a. citizens of Malta; or



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- b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or



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- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”; or
- f. in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would 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.

ii. able to communicate in the Maltese language and English language;

&

iii.

European/Local Funds Manager:

i A Level 6 qualification with a minimum of 180 ECTS, or equivalent in any of the following areas, or similar - Business Administration, Business Management, Economics, Banking, Finance, Accountancy, European Studies or Law; or

ii Level 5 qualification with a minimum of 60 ECTS or equivalent in any of the following areas, or similar - Business Administration, Business Management, Economics, Banking, Finance, Accountancy, European Studies or Law; together with related/relevant management track record of 5 years work experience in this sector; or

iii 10 years related/relevant management work experience in Business Administration, Business Management, Economics, Banking, Finance, Accountancy, European Studies or Law.



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Project Manager:

- i A Level 6 qualification with a minimum of 180 ECTS, or equivalent in any of the following areas, or similar - Project Management, Management Studies, European Studies, Business Administration, Creativity and Innovation, Quality Assurance Management, Tourism Studies; or
- ii Level 5 qualification with a minimum of 60 ECTS or equivalent in any of the following areas, or similar - Project Management, Management Studies, European Studies, Business Administration, Creativity and Innovation, Quality Assurance Management or Tourism Studies together with related/relevant management track record of 5 years' work experience in the sector; or
- iii 10 years' related/relevant management work experience related to Project Management or similar sectors.

Cultural Manager:

- i A Level 6 qualification with a minimum of 180 ECTS, or equivalent in any of the following areas, or similar - European Studies or Creativity and Innovation or Tourism Studies; or
- ii Level 5 qualification with a minimum of 60 ECTS or equivalent in any of the following areas, or similar - European Studies or Creativity and Innovation or Tourism Studies together with related/relevant management track record of 5 years' work experience in the sector; or
- iii 10 years' related/relevant management work experience within the cultural industry or similar sectors.



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iv. **Public Officers, employees in the Public Sector and employees in the Regional / Local Councils who apply for these positions must be confirmed in their current appointment.**

3.2 Qualifications that are of a higher level than the one required above will be accepted for the purpose of eligibility, provided that they are in the required subjects.

In addition, those candidates who have not yet formally obtained the above qualifications will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st January, 2025. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

3.3 Applicants must be of proper conduct for the position being applied for. In the case of applicants already working in the Public Service, Public Sector or Regional / Local Councils, they must provide a Service and Leave Record Form (GP 47) or a related document including any disciplinary action (the absence of such records, it is understood that no disciplinary action has ever been taken) & must be updated by the Director or Executive Secretary responsible for Human Resources where the applicants are currently serving. While those applying from outside a Public Entity must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month before the date of application and state whether they have ever been in Government Service, giving details.

3.4 Selected candidates must be eligible for appointment in this grade, in accordance with 3.1 to 3.3 above, not only by the closing time and date of this call for applications, but also by the date of appointment.

3.5 Due consideration will be given to candidates who, in addition to the requirements listed in paragraphs 3.1 to 3.4 above, have relevant and proven work experience.

Submission of Documentation

4.1 Applications should be sent in PDF format to the email address Mariella.strout@gov.mt or Regjun-nofsinhar.dlg@gov.mt by not later than 23.59hr Tuesday 10th June 2025.

4.2 Applications must include:

- i. An application letter including a section where the applicant states which vacancy he/she is applying for;
- ii. A *Curriculum Vitae* (which should include, the experience and the list of qualifications held by applicant);
- iii. Applicants already working in the Public Service, Public Sector or Regional / Local Councils, must provide a Service and Leave Record Form (GP 47) or related document including paid /



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unpaid Leave and Sick Leave records for last four years, including any records of any disciplinary action (in the absence of such records, it is understood that no disciplinary action has ever been taken) updated from the Director or Executive Secretary responsible for Human Resources where the applicants are currently serving. While those applying from outside a Public Entity must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application and state if they have ever been in the Government Service, and give all the relevant details;

iv. Certificates and / or documents demonstrating the applicant's qualifications and experience.

4.3 Original documents **must**, without any exception, be shown during the interview.

4.4 Applications received after the closing date and time (i.e. late applications) will not be accepted.



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Annex I

Description of Duties

European/Local Funds Manager

1. Assisting the Regional / local Councils in drawing up and formulating calls for tenders, with the collaboration of professional and technical persons where applicable.
2. Providing administrative assistance in awarding grants to students for research on aspects related to the Region.
3. Communicating with relevant stakeholders and assisting other officials as necessary.
4. Following the policies and procedures of both the Regional Council and the Local Government Division for an effective, efficient and expeditious performance.
5. Compiling data and statistics, research and preparing reports and documents as necessary.
6. Providing assistance to the administration of the Region on financial matters as well as assisting Local Councils in relation to grant opportunities from schemes offered both locally and internationally.
7. Assisting in the preparation of progress reports and any other related projects as required.
8. A progress / performance report shall be submitted to the Local Government Division every three months and by not later than 10 working days from the Regional Council meeting.
9. Any other task according to the exigencies of the job and which the Executive Secretary may delegate to him / her as may be required.

Cultural Manager

1. Assisting in the design of an Annual Cultural Program that reflects the cultural strategy of the Region as well as coordinating with the respective Local Councils in the design, preparation, promotion and implementation of cultural activities and initiatives as required.
2. Researching and recommending innovative initiatives that can be organized or implemented by Local Councils in order to promote the cultural traditions and unique heritage of localities.
3. Assisting in the collaboration or development of cultural networks with both local and international stakeholders, in order to increase social inclusion, cultural diversity, economic benefit and sustainability.
4. Drafting an Annual Report on culture to be submitted to the Regional Council by 31 January each year.
5. Responsible for the monitoring of projects, as well as preparing and monitoring progress reports and any type of report as required on cultural projects or initiatives.
6. Working on a Regional Education Strategy, to incorporate programs and initiatives within communities to increase the cultural education opportunities of towns and cities.
7. A progress / performance report shall be submitted to the Local Government Division every three months and by not later than 10 working days from the Regional Council meeting.
8. Any other task according to the exigencies of the work and which the Executive Secretary may delegate to him / her as may be required.



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Project Manager

1. Assisting in the planning and execution of projects being developed by the Local Councils within the respective Regional Council;
2. Providing administrative support as required in relation to projects being carried out by Local Councils;
3. Responsible for the monitoring of projects, as well as preparing and monitoring progress reports and any other type of report as required on projects;
4. Organizing meetings with stakeholders and other officials on projects as required;
5. Collaborating and coordinating with other officials on all types of matters according to the needs of the projects;
6. Developing, planning and carrying out initiatives and projects for the Regional Council;
7. Conducting research, gathering information and maintaining all necessary project documentation as required;
8. A progress / performance report shall be submitted to the Local Government Division every three months and by not later than 10 working days from the Regional Council meeting;
9. Any other task according to the exigencies of the work and which the Executive Secretary may delegate to him / her as may be required



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