

CALL –MATERNITY LEAVE COVER – ADVOCACY & ADMINISTRATION

JRS Malta is seeking to recruit a Maternity Leave Cover – Advocacy & Administration to work with forced migrants and asylum seekers.

Terms and conditions

The selected candidate will be offered a **6-month definite term full-time contract**. As this post is a maternity leave cover, renewal is not foreseen at this point.

Salary offered will be commensurate to experience.

Qualifications

Applicants must:

- be in possession of a degree equivalent to Level 6 of the Malta Qualifications Framework (subject to a minimum of 180 ECTS/ECVET credits)¹;
- have at least one year's experience in project management and/or administrative support;
- be able to use Microsoft Office applications such as Excel;
- be able to speak and write English fluently;
- be able to work independently and take initiative;
- have excellent organisational and communication skills;
- be flexible and have the ability to work in a team;
- be willing to work with and for people from diverse cultures.

Previous experience in the refugee/humanitarian field in Malta, experience working with an NGO, and a working knowledge of Maltese will be considered an asset.

Job description

The selected candidate will be expected to work as part of a team and will be primarily responsible for:

- Assisting the JRS Malta Director and Operations Manager in advocacy related tasks;
- Assisting in planning, coordinating, and tracking project activities and deliverables;
- Providing oversight in ongoing research projects;
- Assisting in fulfilling reporting requirements;
- Scheduling and organizing project meetings and following up on action items;
- Communicating internally and with external stakeholders to support project goals;
- Providing support in organizing fundraising activities;

¹ Applicants in possession of a foreign qualification/s are to produce with their application a recognition statement on comparability of qualifications issued by the MQRIC.

- Any other tasks that may be necessary.

Application and selection process

Applicants are to submit a letter of application, a police conduct certificate issued by the Criminal Records Office or other competent authority not earlier than one (1) month from the date of application, a detailed Curriculum Vitae, together with the names and contact details of two referees by not later than Wednesday 20th August to Mark Cachia, JRS Operations Manager on mark@jrsmalta.org or by post to:

Sarria House, 1 Pjazza E.S. Tonna, Floriana, FRN 1481 | info@jrsmalta.org

Shortlisted candidates will be required to attend an interview and may also be asked to undertake one or more tasks, which may include spending some time in the office to better understand the nature of the organisation's work, before a final decision is taken.

More information about JRS and its projects is available at www.jrsmalta.org