

**Call for applications to perform duties as Executive (Communities and Projects)
at the Valletta Cultural Agency (VCA)**

Nomenclatures denoting the male gender include also the female gender

1. The VCA is a Government entity tasked with sustaining and strengthening the capital city's vibrant cultural life through the creation of an annual programme of creative events developed in collaboration with artists and other Public Cultural Organisations. A legacy of the Valletta 2018 Foundation, the VCA also upholds standards of excellence in the coordination and organisation of cultural events in the city, while encouraging access and participation by a diverse audience.
 - 1.1. The Agency is seeking applications from suitable candidates to perform duties as Executive (Communities and Projects) as cited below. This post is on a full-time basis and is subject to a probational period of twelve (12) months.
2. The Executive (Communities and Projects) forms part of the Valletta Design Cluster within the Valletta Cultural Agency will be working under the supervision of the Head of the Valletta Design Cluster and the CEO.

The main duties of the Executive (Communities and Projects) are:

- Support the Head of the Valletta Design Cluster in the development, coordination and implementation of the communities' programme;
- Support the Head of the Valletta Design Cluster in the coordination, drafting, administration, communication, stakeholder management, project management and other related tasks linked to national, European and other international funding applications and programmes for the project feeding into the communities' programme of the Valletta Design Cluster;
- Coordinate and serve as the main reference person within the Valletta Design Cluster team, for the communities programme of the Valletta Design Cluster, including developing and implementing a communities programme for members at the Valletta Design Cluster.
- Organise and moderate meet-ups, members meetings, consultations, maintain databases and reference material linked to members, and other initiatives and events linked to the Valletta Design Cluster's member-focused programme.
- Assist in the project's community-building and networking efforts, on local, national and international levels, support and develop links and relationships with the various stakeholders involved in the project;
- Provide awareness and circulate information about all the collaborations and interactions that the Valletta Design Cluster will be developing with various partners, and assist in developing strong relationship with ongoing and new partnership and collaborations;
- Represent the Valletta Design Cluster on national and international fora and meetings and contribute to such fora and meetings, under the guidance of the Head of the Valletta Design Cluster;
- Plan and contribute towards the strategic priorities of the Valletta Design Cluster, in terms of design promotion activity, education-related initiatives, start-up

support, internationalisation efforts, and related support and collaboration initiatives with the Malta-based design community and practitioners.

- Liaise with all the necessary partners, including the Valletta Cultural Agency team and the relevant public cultural organisations and cultural NGOs and individuals, so as to understand all necessary aspects and needs of the Cluster's development, and to fully inform the rest of the partners and team members of the Cluster's strategic and operational objectives, purposes and achievements.
- Assist the Head of the Valletta Design Cluster in the monitoring, reporting, and related follow-up actions linked to the closure of the ERDF project for the Valletta Design Cluster, as well as liaise with the Managing Authority and other national and European entities in terms of project monitoring, reporting, and updates and other requested feedback;
- Undertake research as assigned by the Head of Valletta Design Cluster and provide appropriate recommendations;
- Carry out any other duties as may be assigned by the CEO of the Valletta Cultural Agency or his/her representative.

3. The salary attached to the post of Executive (Communities and Projects) shall be €28,822 per annum at Grade 5 within the Public Cultural Organisations Grading and Salary Structure raising by an annual increment of €531 up to a maximum of €32,008 (in 2024).

The chosen candidate will be entitled to a Disturbance Allowance of maximum 15% per annum. Furthermore, a Performance Bonus up to a maximum of 10% per annum is included in the financial package.

4. Eligible applicants will be interviewed by a Selection Board to assess their suitability to carry out the duties mentioned above.

- 4.1. Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in a subject related to Humanities / Culture / Architecture/ Design, or a related comparable qualification, plus one (1) year relevant work experience.

or

Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in a subject related to Humanities / Culture / Architecture/ Design, or a related comparable qualification, plus three (3) years relevant work experience.

- 4.2. 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 Head of HR Management at Valletta Cultural Agency, Exchange Buildings, Republic Street, Valletta or by email on hr@vca.gov.mt by not later than the closing date and time.
- 4.3. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

5. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy in full the requirements for this post, provided they can carry out, in essence, the duties related to the post applied for.
 - 5.1. 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.
 - 5.2. All correspondence is to be addressed to the receiving entity and copied to the NCPD.
6. Applications supported by the necessary documentation, which should include a motivation letter, a detailed Curriculum Vitae, and where applicable a Service and Leave Record Form (GP 47), are to reach the **Head of HR Management**, by hand or by post at **Valletta Culture Agency, Exchange Buildings, Republic Street, Valletta** by not later than noon (Central European Time) of **29th February 2024**. In the case of Public sector employees, these are to present their paid leave/unpaid leave/sick leave records for the last four (4) years, including any records of any disciplinary action that may have been taken (in the absence of such records it will be understood that no disciplinary action was ever taken). Scanned copies of the application and the relevant documentation sent electronically on **hr@vca.gov.mt** are acceptable.
 - 6.1. Applications received will be acknowledged with a receipt.
7. The chosen officer will be required to sign an undertaking signifying his commitment to the assignment for which he is selected.