

Call for Assistant Programming Coordinator Services

Call for applications to perform duties as Assistant Programming Coordinator at the Valletta Cultural Agency (VCA)

Nomenclatures denoting the male gender also include the female gender

The services of an Assistant Programming Coordinator are required at the VCA, with an average of 40 hours of service per week.

The successful candidate shall enter into a Contract for Service for a period of 36 (thirty-six) months. The service shall be remunerated at €15 (excluding VAT) per hour, with an average of 40 hours per week of required service. The total contract value will not exceed €102,960 (excluding VAT) over three years. Any other taxes or charges shall be borne by the successful candidate.

The Valletta Cultural Agency

The VCA is a Government entity that sustains and strengthens 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.

Services Required

The Assistant Programming Coordinator will form part of the Programming Department of the VCA and will be working under the supervision of the Head of Programming and Production and the Chief Executive Officer. The main duties of the Assistant Programming Coordinator are:

- Assisting the Programming & Production Department in its functions;
- Assisting in matters of general administration including but not limited to the management of schedules, preliminary drafting of contracts and forecasting of budgets;
- Managing and updating all necessary electronic and paper documentation directly related to the Programming & Production Department;
- Managing requests for communication with the Programming & Production Department and relaying communication as necessary including screening phone calls, enquiries and requests;
- Collating, compiling and following up on information related to insurance, agreements, accounting and procedure;

- Liaising with multiple stakeholders and various external organisations as necessary;
- Attending committees and meetings as required by the role;
- Minute taking of meetings attended and conducted and any reporting thereafter;
- Writing reports, meeting notes and preparing presentations as necessary;
- Making travel and accommodation arrangements for the Programming & Production Department as necessary;
- Identify, develop and finalise the implementation of projects/events or strands of projects as part of the Agency's programme;
- Oversee the overall process of procurement of the assigned projects and carry out procurement in line with the Public Procurement Regulations as and when necessary;
- Liaise with staff, superiors and stakeholders on all matters relating to the projects/events or strands of projects under responsibility;
- Assist in the preparation and coordination of all the administrative processes (including necessary contracts and production) for the assigned event/projects forming part of the Agency's programme, with a view to achieving the highest impact and ensuring sustainability;
- Monitor and manage the time plan and budgets of projects/events or strands of projects;
- Keep a detailed reporting system regarding progress of projects and production plans and performances;
- Carry out any other duties as may be assigned by the CEO of the VCA or his/her representative.

The Assistant Programming Coordinator will be required to work as follows:

- From 08:00 hours to 13:45 hours at the Agency's main office, from Monday to Friday excluding Public / National Holidays, during the summer period with the allowance of a flexible hour. The summer period does not include any break however if a minimum 15-minute break is requested by the Service Provider, this shall be deducted from the hours of service rendered by the Service Provider.
- From 08:00 hours to 17:30 hours at the Agency's main office, from Monday to Friday excluding Public / National Holidays, during the winter period with the allowance of a flexible hour. The winter period includes a daily 45-minute break which is deductible from the hours of service rendered by the Service Provider.
- Additional hours of service may be requested by the Valletta Cultural Agency in accordance with the exigencies of work.

Payment shall be affected in accordance with the hours of service rendered (excluding any breaks of temporary absence) following the submission of a monthly timesheet outlining the daily hours of service rendered and a detailed fiscal invoice.

Qualifications and Experience Required

Interested applicants must be in possession of the following qualifications and/or certificates:

- 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 Management / Social Sciences / the Humanities, 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 Management / Social Sciences / the Humanities, plus three (3) years relevant work experience.

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.

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

Applications

Interested applicants are required to send a motivation letter addressed to the Chief Executive Officer, together with a CV and copies of certificates. These documents are to be sent by email on: hr.vca@vca.gov.mt by not later than noon (Central European Time) of 15th September 2023. Late applications will not be considered.

Eligible applicants will be asked to sit for an interview, which will be conducted by a Selection Board to assess their suitability to carry out the duties mentioned above. The interview may take place over the internet.

The final selection shall be made on technical merit. It will be based on an analysis of the submitted documentation in line with the requirements of this call, and on the outcome of the interview.

Sejha għal Servizzi ta' Assistent Koordinatur tal-Ipprogrammar

Sejha għall-applikazzjonijiet ta' kandidati biex jaqdu dmirijiet bhala Assistent Koordinatur tal-Produzzjoni fl-Aġenzija Kulturali għall-Belt Valletta (VCA)

Nomenklaturi li jindikaw il-ġeneru maskili jinkludu wkoll il-ġeneru femminili

Is-servizzi ta' Assistent Koordinatur tal-Ipprogrammar huma meħtieġa fil-VCA, b'medja ta' 40 siegħa ta' servizz fil-ġimgħa.

Il-kandidat li jintgħażel ser jidhol f'Kuntratt għal Servizz għal perjodu ta' 36 (sitta u tletin) xahar. Is-servizz ser jithallas bi €15 (eskluzja l-VAT) fis-siegħa, b'medja ta' 40 siegħa fil-ġimgħa ta' servizz meħtieġ. Il-valur totali tal-kuntratt ma jaqbiżx il-€102,960 (eskluzja l-VAT) fuq tliet snin. Kwalunkwe taxxi jew ħlasijiet oħra għandhom jithallsu mill-kandidat magħżul.

L-Aġenzija Kulturali għall-Belt Valletta

Il-VCA hija entità tal-Gvern li ssostni u ssahħah il-ħajja kulturali vibranti tal-Belt Kapitali permezz tal-holqien ta' programm annwali ta' avvenimenti kreattivi żviluppati b'kollaborazzjoni ma' artisti u Organizzazzjonijiet Kulturali Pubbliċi oħra. Legat tal-Fondazzjoni Valletta 2018, il-VCA issostni wkoll standards ta' eċċellenza fil-koordinazzjoni u l-organizzazzjoni ta' avvenimenti kulturali fil-belt, filwaqt li tinkoraġġixxi aċċess u parteċipazzjoni minn udjenza diversa.

Servizzi Meħtieġa

L-Assistent Koordinatur tal-Ipprogrammar se jiffurma parti mid-Dipartiment tal-Ipprogrammar tal-VCA u se jkun qed jaħdem taħt is-superviżjoni tal-Kap tal-Ipprogrammar u l-Produzzjoni u l-Uffiċjal Kap Eżekuttiv. Id-dmirijiet ewlenin tal-Assistent Koordinatur tal-Ipprogrammar huma:

- Għajjuna lid-Dipartiment tal-Ipprogrammar u l-Produzzjoni fil-funzjonijiet tiegħu;
- Għajjuna fi kwistjonijiet ta' amministrazzjoni ġenerali inkluż iżda mhux limitat għall-ġestjoni ta' skedi, abbozzar preliminari ta' kuntratti u tħassir ta' baġits;
- Il-ġestjoni u l-aġġornament tad-dokumentazzjoni elettronika u tal-karta kollha meħtieġa direttament relatata mad-Dipartiment tal-Ipprogrammar u l-Produzzjoni;
- Il-ġestjoni tat-talbiet għall-komunikazzjoni mad-Dipartiment tal-Ipprogrammar u l-Produzzjoni u t-trasferiment tal-komunikazzjoni kif meħtieġ inkluż l-iskrinjar ta' telefonati, mistoqsijiet u talbiet;



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- Il-ġbir u s-segwitu ta' informazzjoni relatata mal-assigurazzjoni, il-ftehimiet, il-kontabilità u l-proċeduri;
- Il-kollegament ma' diversi partijiet interessati u diversi organizzazzjonijiet esterni kif mehtieg;
- Li jattendi kumitati u laqgħat kif mehtieg mill-irwol;
- It-teħid tal-minuti tal-laqgħat li attendew u li saru u kwalunkwe rappurtar wara;
- Li jikteb rapporti, noti tal-laqgħat u jipprepara preżentazzjonijiet kif mehtieg;
- Li jagħmel arrangamenti għall-ivvjaġġar u l-akkomodazzjoni għad-Dipartiment tal-Ipprogrammar u l-Produzzjoni kif mehtieg;
- Li jidentifika, jiżviluppa u jiffinalizza l-implimentazzjoni ta' proġetti/avvenimenti jew ferġat ta' proġetti bħala parti mill-programm tal-Aġenzija;
- Li jissorvelja l-proċess ġenerali tal-akkwist tal-proġetti assenjati u jwettaq l-akkwist skont ir-Regolamenti tal-Akkwist Pubbliku kif u meta jkun mehtieg;
- Li jikkoordina mal-persunal, is-superjuri u l-partijiet interessati dwar il-kwistjonijiet kollha relatati mal-proġetti/avvenimenti jew linji ta' proġetti taħt ir-responsabbiltà;
- Li jgħin fit-tnejn u l-koordinazzjoni tal-proċessi amministrattivi kollha (inklużi l-kuntratti u l-produzzjoni mehtieġa) għall-avveniment/proġetti assenjati li jiffurmaw parti mill-programm tal-Aġenzija, bil-ħsieb li jinkiseb l-oġġla impatt u tiġi żgurata s-sostenibbiltà;
- Li jissorvelja u jimmaniġġja l-pjan ta' żmien u l-baġits ta' proġetti/avvenimenti jew ferġat ta' proġetti;
- Li jżomm sistema ta' rappurtar dettaljata li tirrigrada l-progress tal-proġetti u l-pjanijiet ta' produzzjoni u l-prestazzjonijiet;
- Li jwettaq kwalunkwe dmir ieħor kif jista' jiġi assenjat mill-Kap Eżekuttiv tal-VCA jew ir-rappreżentant tiegħu/tagħha.

L-Assistent Koordinatur tal-Ipprogrammar se jkun mehtieg jahdem kif ġej:

- Mit-08:00 sas-13:45 fl-uffiċċju prinċipali tal-Aġenzija, mit-Tnejn sal-Ġimgħa esklużi Festi Pubbliċi/Nazzjonali, matul il-perjodu tas-sajf bl-allowance ta' siegħa flessibbli. Il-perjodu tas-sajf ma jinkludi l-ebda waqfa iżda jekk tkun mitluba waqfa ta' minimu ta' 15-il minuta mill-Fornitur tas-Servizz, dawn għandhom jitnaqqsu mis-sigħat ta' servizz mogħtija mill-Fornitur tas-Servizz.
- Mit-08:00 sal-17:30 fl-uffiċċju prinċipali tal-Aġenzija, mit-Tnejn sal-Ġimgħa esklużi Festi Pubbliċi/Nazzjonali, matul il-perjodu tax-xitwa bl-allowance ta' siegħa flessibbli. Il-perjodu tax-xitwa jinkludi waqfa ta' kuljum ta' 45 minuta li tista' titnaqqas mis-sigħat ta' servizz mogħtija mill-Fornitur tas-Servizz.
- Jistgħu jintalbu sigħat addizzjonali ta' servizz mill-Aġenzija Kulturali għall-Belt Valletta skont l-esiġenzi tax-xogħol.

Il-hlas ser jiġi effettwat skont is-sigħat ta' servizz mogħtija (eskluzi kwalunkwe waqfiet ta' assenza temporanja) wara s-sottomissjoni ta' timesheet ta' kull xahar li tiddeskrivi s-sigħat ta' servizz ta' kuljum mogħtija u fattura fiskali dettaljata.

Kwalifiki u Esperjenza Meħtieġa

L-applikanti interessati jridu jkunu fil-pussess tal-kwalifiki u/jew ċertifikati li ġejjin:

- Kwalifika ta' Master fil-Livell MQF 7 (soġġetta għal minimu ta' 60 kreditu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li jibdew minn Ottubru 2008) f'suġġett relatat mal-Management / ix-Xjenzi Soċjali / l-Umanitajiet, flimkien ma' sena (1) esperjenza ta' xogħol rilevanti.

jew

- Kwalifika ta' Baċcellerat f'Livell MQF 6 (soġġetta għal minimu ta' 180 kreditu ECTS/ECVET, jew ekwivalenti, fir-rigward ta' programmi li jibdew minn Ottubru 2003) f'suġġett relatat mal-Management / ix-Xjenzi Soċjali / l-Istudji Umanistiċi, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti.

Applikazzjonijiet

L-applikanti interessati huma mitluba jibagħtu ittra ta' motivazzjoni indirizzata lill- Uffiċjal Kap Eżekuttiv, flimkien ma' CV u kopji taċ-ċertifikati. Dawn id-dokumenti, għandhom jintbagħtu bl-email fuq: hr.vca@vca.gov.mt sa mhux aktar tard minn nofsinhar (Ħin tal-Ewropa Ċentrali) tal-15 ta' Settembru 2023. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

L-applikanti eligibbli se jintalbu jattendu għal intervista, immexxija mill-Bord tal-Għażla biex jevalwa l-idoneità tagħhom biex iwettqu d-dmirijiet imsemmija hawn fuq. L-intervista tista' ssir fuq l-internet.

L-għażla finali ser issir fuq mertu tekniku. Se tkun ibbażata fuq analiżi tad-dokumentazzjoni sottomessa skont ir-rekwiżiti ta' din is-sejha, u fuq ir-riżultat tal-intervista.