

Call for Operations Coordinator

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

Nomenclatures denoting the male gender also include the female gender

The services of an Operations Coordinator are required at the VCA, starting in 2024, 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 €14 (excluding VAT) per hour, with an average of 40 hours per week of required service. The total contract value will not exceed €87,360 (excluding VAT) over three years. Any other taxes or charges shall be borne by the successful candidate.

1. 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.

2. Services Required

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

- Administer local and/or EU databases pertaining to the Valletta Cultural Agency;
- Serving as the first line of support for troubleshooting any of the problems reported and as necessary escalate the issue to the owner of the operational system, third-Party or supplier as applicable;
- Carrying out as required systems analysis evaluation and identifying the operational requirements, in particular;
- Assisting users in issuing the necessary reports for the daily operations and other ad hoc reports that may be required;
- Monitoring supplier contractual obligations;
- Ensuring adherence to management policies and decisions in relations to Operations;
- Collating and compiling necessary information;
- Carrying out any necessary procurement in line with the Public Procurement Regulations;
- Implement insurance coverage and its requirements;
- Maintaining health and safety and quality management requirements;
- Collating and updating of inventory of the Valletta Cultural Agency as required;
- Carry out Reception duties when necessary/;

- Carrying out any other duties as directed by the CEO or her representative according to the exigencies of the Valletta Cultural Agency.

The Operations Coordinator will be required to work as follows:

- From 08:00 hours to 13:45 hours from Monday to Friday excluding Public / National Holidays, during the summer period. 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 from Monday to Friday excluding Public / National Holidays, during the winter period. 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.

3. Qualifications and Experience Required

Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in a subject related to Social Sciences/ Management/ Administration or a related comparable qualification, plus one (1) year proven relevant work experience.

or

Diploma qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Social Sciences/ Management/ Administration or a comparable professional qualification, plus three (3) years proven relevant work experience.

Knowledge and work experience related to ICT will be considered an asset.

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.

4. 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 Friday 8th March 2024. 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 ghal Koordinatur tal-Operat

Sejha ghall-applikazzjonijiet ghal kandidati biex iwettqu dmirijiet bhala Koordinatur tal-Operat fl-Aġenzija Kulturali għall-Belt Valletta (VCA)

Nomenklaturi li jindikaw is-sess maskili jinkludu wkoll is-sess femminili

Is-servizzi ta' Koordinatur tal-Operat huma meħtieġa fil-VCA, u jibdew mill-2024, b'medja ta' 40 siegħa ta' servizz fil-gimgha.

Il-kandidat li jintgħażel ser jidhol f'Kuntratt għal Servizz għal perjodu ta' 36 (sitt u tletin) xahar. Is-servizz ser jithallas b'€14 (eskluża l-VAT) fis-siegħa, b'medja ta' 40 siegħa fil-gimgha ta' servizz meħtieġ. Il-valur totali tal-kuntratt ma jaqbiżx is-€87,360 (eskluża l-VAT) fuq tliet snin. Kwalunkwe taxxi jew hlasijiet oħra għandhom jithallsu mill-kandidat li jintgħażel.

1. L-Aġenzija Kulturali għall-Belt Valletta

Il-VCA hija entità tal-Gvern li ssostni u ssaħħa il-hajja kulturali vibranti tal-Belt Kapitali permezz tal-holqien ta' programm annwali ta' avvenimenti kreattivi żviluppanti b'kollaborazzjoni ma' artisti u Organizzazzjonijiet Kulturali Pubbliċi oħra. Bhala l-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.

2. Servizzi Meħtieġa

Il-Koordinatur tal-Operat se jiffirma parti mid-Dipartiment tal-Operat tal-VCA u se jkun qed jaħdem taħt is-supervizjoni tal-Kap tal-Operat u l-Uffiċjal Kap Eżekuttiv. Id-dmirijiet ewlenin tal-Koordinatur tal-Operat:

- L-amministrazzjoni ta' bażijiet ta' data lokali u/jew tal-UE li jappartjenu għall-Aġenzija Kulturali għall-Belt Valletta;
- Li jservi bhala l-ewwel linja ta' appoġġ għas-soluzzjoni ta' xi problemi rrapportati u kif meħtieġ jeskala l-kwistjoni lis-sid tas-sistema operattiva, lil parti terza jew lill-fornitur kif applikabbli;
- It-twettiq kif meħtieġ ta' evalwazzjoni ta' analiżi tas-sistemi u l-identifikazzjoni tar-rekwiżiti operattivi, b'mod partikolari;
- Għajjnuna lill-utenti fil-ħruġ tar-rapporti meħtieġa għall-operazzjonijiet ta' kuljum u rapporti oħra ad hoc li jistgħu jkunu meħtieġa;
- Il-monitoraġġ tal-obbligi kuntrattwali tal-fornitur;
- L-iżgurar ta' aderenza mal-politiki u d-deċiżjonijiet tal-ġestjoni fir-relazzjonijiet mal-Operat;
- Il-ġbir tal-informazzjoni meħtieġa;
- It-twettiq ta' kull akkwist meħtieġ skont ir-Regolamenti dwar l-Akkwist Pubbliku;
- L-implimentazzjoni ta' kopertura tal-assigurazzjoni u r-rekwiżiti tagħha;
- Iż-żamma tas-saħħa u s-sigurtà u r-rekwiżiti tal-ġestjoni tal-kwalità;
- Il-ġbir u l-aġġornament tal-inventarju tal-Aġenzija Kulturali għall-Belt Valletta kif meħtieġ;
- It-twettiq ta' dmirijiet ta' akkoljenza meta meħtieġ;

- It-tweġġ ta' kull dmir ieħor kif ordnat mis-CEO jew ir-rappreżentant tagħha skont l-esiġenzi tal-Aġenzija Kulturali għall-Belt Valletta.

Il-Koordinatur tal-Operat se jkun meħtieġ jaħdem kif ġej:

- Mit-08:00 sas-13:45 mit-Tnejn sal-Ġimgħa esklużi l-Festi Pubbliċi/Nazzjonali, matul il-perjodu tas-sajf. Il-perjodu tas-sajf ma jinkludi l-ebda waqfa iżda jekk tkun mitluba waqfa minima ta' 15-il minuta mill-Fornitur tas-Servizz, dan għandu jitnaqqas mis-siġhat ta' servizz mogħti mill-Fornitur tas-Servizz.

- Mit-08:00 sal-17:30 mit-Tnejn sal-Ġimgħa esklużi l-Festi Pubbliċi/Nazzjonali, matul il-perjodu tax-xitwa. Il-perjodu tax-xitwa jinkludi waqfa ta' kuljum ta' 45 minuta li tista' titnaqqas mis-siġhat ta' servizz mogħti mill-Fornitur tas-Servizz.

- Jistgħu jintalbu siġhat addizzjonali ta' servizz mill-Aġenzija Kulturali għall-Belt Valletta skont l-esiġenzi tax-xogħol.

Il-hlas għandu jiġi affettwat skont is-siġhat ta' servizz mogħti (esklużi kwalunkwe waqfiet ta' assenza temporanja) wara s-sottomissjoni ta' timesheet ta' kull xahar li tiddekrivi s-siġhat ta' servizz ta' kuljum mogħtija u fattura fiskali dettaljata.

3. Kwalifiki u Esperjenza Meħtieġa

Kwalifika ta' Bacellerat fil-Livell MQF 6 (soġġetta għal minimu ta' 180 kreditu ECTS/ECVET, jew ekwivalenti*) f'suġġett relatat max-Xjenzi Soċjali/il-Management/l-Amministrazzjoni jew kwalifika komparabbli relatata, flimkien ma' sena esperjenza ta' xogħol rilevanti ppruvata.

Jew

Kwalifika ta' Diploma fil-Livell MQF 5 (soġġetta għal minimu ta' 60 kreditu ECTS/ECVET, jew ekwivalenti*) fl-Ixjenzi Soċjali/il-Management/l-Amministrazzjoni jew kwalifika professjonali komparabbli, flimkien ma' tliet (3) snin esperjenza ta' xogħol rilevanti ppruvata.

L-għarfien u l-esperjenza tax-xogħol relatati mal-ICT se jitqiesu bħala vantaġġ.

Il-kwalifiki u l-esperjenza mitluba għandhom ikunu sostnuti minn ċertifikati u/jew testimonjanzi, li kopji tagħhom għandhom ikunu mehmuża mal-applikazzjoni jew mibgħuta separatament lill-**Kap tal-HR Management fil-Valletta Cultural Agency, Exchange Buildings, Triq ir-Repubblika, il-Belt Valletta** jew b'email fuq hr@vca.gov.mt sa mhux aktar tard mid-data u l-ħin tal-għeluq.

Iċ-ċertifikati originali u/jew it-testimonjanzi għandhom jiġu prodotti invarjabbilment għall-verifika waqt l-intervista.

4. 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-Ġimgħa 8 ta' Marzu 2024. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

L-applikanti eliġibbli 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-rekwiziti ta' din is-sejha, u fuq ir-riżultat tal-intervista