

<i>Job Description</i>	<i>Administrator (Technical Projects)</i>
<i>Date</i>	March 2025
<i>Grade</i>	6 (Definite)
<p><i>Purpose of the Position</i></p> <p>The Administrator (Technical Projects) will provide structured administrative and operational support across a range of technical projects managed by the National Skills Council. Working under the direction of senior director, the role is responsible for the effective coordination of tasks related to specific project documentation, procurement, logistics, stakeholder communication, scheduling, reporting, and budget tracking.</p> <p>This post will focus on supporting the successful implementation of projects within set timelines, ensuring adherence to internal procedures and funding requirements. The Administrator will also assist in preparing presentations, coordinating project meetings and workshops, and following up on deliverables with relevant teams and partners. The role requires a proactive, detail-oriented individual with strong organisational skills and the ability to adapt to shifting priorities.</p>	
<p><i>Core Deliverables/Accountabilities</i></p> <ol style="list-style-type: none"> 1. Monitoring and Analysis: Keep abreast of policies, targets, and legislation relevant to skills, education, and labour market developments. 2. Policy Development Support: Assist in the preparation and drafting of policy papers, reports, and proposals related to skills development and technical affairs. 3. International Collaboration: Facilitate international cooperation within the fields of education and skills development. 4. Event Organisation: Assist in organising meetings, workshops, and conferences to engage stakeholders on policy and technical matters. 5. Data Collection and Analysis: Assist in data collection and its analysis in relation to the labour market and skills development, ensuring the information is aligned with EU standards and needs. 6. Support the Senior Director (Policy & Technical Affairs) in the development of strategic initiatives and policy recommendations for stakeholders, including government agencies, employers, and educational institutions. 7. Quality Assurance: Adopt and maintain principles of quality ensuring that the NSC's contributions are aligned with EU objectives and standards. 8. Handle general administrative duties related to the research and EU technical affairs. 9. Provide general administrative assistance for the office, including managing office supplies, filing systems, and ensuring smooth day-to-day operations. 10. Assist with scheduling meetings, handling correspondence, and preparing documents for internal and external purposes for the Senior Director and the team. 11. Assist in managing project timelines and deliverables 12. Professional Development: Attend relevant training sessions and conferences to stay updated on the latest trends and best practices in research and EU technical affairs. 13. Coordinate and monitor the implementation of technical projects and initiatives, ensuring timely delivery and alignment with objectives. 14. Support the Manager (Economic Analyst) and the Manager (Technical Projects), in presenting reports to other colleagues, stakeholders, and board members. 	



15. Contributes to the necessary preparations in anticipation of technical meetings.
16. Collaborate with the Manager (Office Administration & Projects) as needed to deliver comprehensive feedback for the Policy & Technical Affairs Department.
17. Assists boards and committees which fall under the Council's responsibility.
18. Undertake other tasks as directed by the Senior Director (Policy & Technical Affairs), as may be required.
19. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Executive Chairman.
20. Any other duties as directed by Executive Chairman and the Senior Director (Policy & Technical Affairs)

Competencies and Relevant Qualifications

Essential

1. Qualification and Experience

- MQF Level 7 qualification in Administration, Project Management, Social Policy, Arts & Humanities, European Studies or an appropriate, recognised, comparable qualification and 1-year work experience in administrative roles, OR
- MQF Level 6 qualification in Administration, Project Management, Social Policy, Arts & Humanities, European Studies or an appropriate, recognised, comparable qualification and 2-years work experience in administrative roles, OR
- MQF Level 5 qualification in Administration, Project Management, Arts & Humanities, European Studies or an appropriate, recognised, comparable qualification and 3 years work experience in administrative roles.

With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education website (www.mfhea.org.mt). Such statement should be attached to the application and the original presented at the interview.

2. Proficient in MS Office.
3. Able to work under pressure.
4. Strong attention to detail.
5. Confidentiality, respect, and good working relationship with other employees.
6. Able to work in a team.

Asset

1. Organised and able to prioritise and plan.
2. Reliable and respects deadlines.
3. Takes initiative and adopts a positive 'can-do' approach.



Line Management:

Reports to: Senior Director (Policy & Technical Affairs)

Liaises with: Manager (Economic Analyst), and Manager (Technical Projects).

Working Conditions

1. Full-time, 40 hours per week, during normal office hours and conditions.
2. Occasional travel abroad required for conferences, training, professional development, and networking.
3. As per NSC Terms of Employment Handbook.

NOTE: This job description is not exhaustive, and amendments and additions may be required in line with future changes in policy, regulation, or organisational requirements.

