

Job Description

Administrator – HR Support

| | |
|------------------------------|---|
| JOB TITLE: | Administrator – HR Support |
| EMPLOYMENT BASIS | 30 hours part time |
| DIVISION: | Central Office |
| REPORTS TO: | Central Office Senior Manager or their delegate |
| ROLE PROFILE: | The Administrator forms part of a team of workers of the Central Office. S/he is required to work hand in hand with the Central Office Senior Manager or their delegate. The selected candidate will be assigned various responsibilities related to Staff Training, Student Placements, Research requests, Volunteers and payroll of Central Office. |
| TERMS AND CONDITIONS: | The Administrator is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta. |
| KEY RESPONSIBILITIES: | <p>Staff Training:</p> <ul style="list-style-type: none"> • Organise staff training as requested to do so by the Senior Management Team. • Co-ordinate training attendance and logistics of any training initiatives. • Identify and inform management of any training opportunities that may of relevance to the Sebh employees • Circulate training initiatives to staff and co-ordinate training attendance, including registration for training. • Keep records of training attended; • Keeping a database with information relevant to training within Fondazzjoni Sebh. • Identify any funding opportunities for training and apply for such funding. • Assist in the co-ordination and organization of any EU or other funded training and follow up on procedures as required by the project. <p>Student Placements:</p> <ul style="list-style-type: none"> • Receive and co-ordinate all requests for student placements, both local and foreign; |

- Keep regular and open communication with training institutes to ensure smooth running of placements;
- Keep managers and senior managers informed of all student placement opportunities;
- Be responsible for the procedures on the recruitment of students,
- Keep records of such placements;
- Keep a database with information relevant to placements within Fondazzjoni Sebh.

Volunteers:

- Be responsible for the recruitment process of volunteers;
- Assist in the matching between volunteers and their placement within the services;
- Ensure that volunteers database is regularly updated;
- Ensure that all documentation related to volunteers is in order and updated;
- Tap into volunteering initiatives and apply for local and foreign volunteers through existing or new schemes.

Research Requests:

- Receive and filter all research requests;
- Be Responsible for the procedures on research requests;
- Keep records of such requests and keeping a database with information relevant to research within Fondazzjoni Sebh;
- Keep regular communication with training bodies from where students reach out for research.

Responsible for Residents Progress Reports:

- Liaise with the services to regularly collect information of residents' progress as per template provided;
- Collate all feedback into one yearly report.

Payroll and Procurement:

- Collecting of timesheets and prepare all the necessary documentation for payroll purposes for the services as directed by Senior Manager;
- Checking all documentation is prepared accurately for payroll;

Registered Organisation: **VO/1622**
Member of the International Catholic Child Bureau

+356 2247 0900 72B, Triq Villambrosa, Ħamrun HMR 1127
info@sebh.mt; www.sebh.mt

- Submit payroll documentation and liaise regularly with the HR and Finance Unit of the Archdiocese, in relation to payroll issues

**MINIMUM
REQUIREMENTS:**

Qualifications

5 years' experience in administration. Previous experience in a similar setting.

OR

2 years' experience in administration and a qualification in related field. Previous experience in a similar setting or a demonstrable interest in public relations would be an asset.

**SKILLS AND PERSONAL
ATTRIBUTES :**

- Effective team working skills;
- Good writing skills;
- Good computer skills;
- Good organisation Skills;
- Able to work on own initiative;
- Ability to meet deadlines;
- Ability to communicate effectively with others;
- Ability to remain patient, objective and positive under pressure;
- Proficiency in the Maltese and English languages, both spoken and written, is preferred.

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2024/06, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Senior Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebħ to reflect the needs of the service. This job description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission. This role is subject to the background checks stipulated by the Protection of Minors (Registration) Act 2011, and any other applicable law.

Registered Organisation: **VO/1622**
Member of the International Catholic Child Bureau

+356 2247 0900 72B, Triq Villambrosa, Ħamrun ĦMR 1127
info@sebh.mt; www.sebh.mt