

Job Description

Administrator – Central Office

Job Description

JOB TITLE:	Administrator – Central Office
EMPLOYMENT BASIS:	Full-Time
DIVISION:	Central Office
REPORTS TO:	Central Office Manager
ROLE PROFILE:	The Administrator forms part of a team of workers of the Central Office of Fondazzjoni Sebh. S/he is required to work hand in hand with other administrators under the guidance and supervision of the Central Office Manager or their delegate. The incumbent has various responsibilities related to the day-to-day operations of the 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:	Administrative Duties: <ul style="list-style-type: none"> • Assist to ensure the smooth running of the Central Office; • Deal with any day-to-day needs arising within the Central Office; • Assist Fondazzjoni Sebh services in their administration duties, when this is required and as directed by the Central Office Manager and/or their delegate; • Assist the Central Office Manager to develop systems and procedures to streamline practices across Fondazzjoni Sebh; • Assist the Central Office Manager in co-ordinating and monitoring various financial systems, such as petty cash, payroll, fuel reimbursement, monthly expenses and procurement; • Be responsible for safe filing of confidential records;



	<ul style="list-style-type: none"> • Assist in the onboarding of new staff; • Compile and submit monthly data and statistics from all services as required; • Assist CO Manager and/or the Support Services Senior Manager and/or the Director in the organisation of FS events and activities; • Support EU funded projects where required; • Co-ordinate usage of Fondazzjoni Sebh premises upon request; • Assist the Central Office Manager and/or the Support Services Senior Manager and/or the Director in the co-ordination and organization of meetings; • Assist the Director in ad hoc allocated tasks; • Take minutes of meetings and interviews as requested by the Central Office Manager and/or the Support Services Senior Manager and/or the Director; • Attend and participate in internal meetings in line with the practice of the organisation. • Answer and direct phone calls in a professional and courteous manner; • Greet visitors warmly and assist them with inquiries or direct them to the appropriate person or service; • Perform other duties as assigned, in alignment with the needs of the organisation.
SKILLS AND PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • 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; • Fluency in both English and Maltese is preferred, with the ability to effectively communicate in both languages as required by the duties of the role •



MINIMUM REQUIREMENTS:	<p>Qualifications and Experience</p> <p>5 years' work experience in administration. Previous experience in a similar setting would be an asset.</p> <p>OR</p> <p>A minimum Level 6 qualification in a media-related subject, marketing, management, administration, public relations, or a related field, along with preferably 2 years' experience in administration. Previous experience in a similar setting would be considered an asset.</p>
HOW TO APPLY:	<p>Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2025/12, together with your CV, police conduct and the contact details for 2 Referees to:</p> <p style="text-align: center;">Elmer Stanmore Support Services Senior Manager Fondazzjoni Sebh Email: info@sebh.mt</p>
<p><i>The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebh to reflect the needs of the service. This job description should be read in conjunction with the contract of service.</i></p> <p><i>Fondazzjoni Sebh'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 and any relevant legislation</i></p>	



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