

## Job Description Secretary – Central Office Job Description

<b>JOB TITLE:</b>	Secretary – Central Office
<b>EMPLOYMENT BASIS:</b>	Full-Time
<b>DIVISION:</b>	Central Office
<b>REPORTS TO:</b>	Central Office Senior Manager

**ROLE PROFILE:** The Secretary forms part of a team of workers of the Central Office of Fondazzjoni Sebħ. S/he is required to work hand in hand with other officers under the guidance and supervision of the Central Office Senior Manager or an appointed delegate. The incumbent has various responsibilities related to the day-to-day operations of the Central Office.

**TERMS AND CONDITIONS:** The Secretary is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is a full-time and subject to six months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

- KEY RESPONSIBILITIES:** **Administrative Duties:**
- Assist the central office in day to day administrative duties;
  - Be part of the schedule for reception duties of the Central Office;
  - Be responsible for safe filing of confidential records;
  - Attend and participate in internal meetings in line with the practice of the organization;
  - Take minutes of meetings as requested by the Central Office Senior Manager or Director;
  - Assist in administrative duties related to projects and events;
  - Assist in administrative duties related to payroll and maintenance;
  - Scheduling of maintenance works and follow up on them;
  - Scheduling of domestic workers tasks and follow up on them;
  - Support the organisation in Fund Raising and other events;
  - Support in the co-ordination of CSR initiatives;

- Takes care of Central Office petty cash;
- Processing of invoices and receipts.

**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 required.

**MINIMUM  
REQUIREMENTS:**

**Qualifications**

O levels in Maltese, English Language and preferably in Maths. Preference will be given to candidates who have a recognised qualification in IT and other qualifications related to secretarial work.

**Experience**

Work experience in secretarial work is considered an asset.

**HOW TO APPLY:**

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2022/08, 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](mailto: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 and any relevant legislation*