

# Job Description

Position: Assistant Officer (Administration)  
Grade: Grade A  
Directorate: Corporate Services  
Reports to: Superior [as assigned from time to time]

## Key Responsibility

In the role of Assistant Officer Administration, the Officer is responsible to assist superiors in the management of the functions and deliverables under the area of responsibility in line with the aims and objectives of the Authority.

## Section A

### General Employee duties within the assigned responsibilities

1. Perform duties within the provisions of the Environment Resources Authority (ERA) Act, subsidiary and / or related legislation, and that all operations and activities comply with the relevant legal instruments;
2. Contribute to the objectives of the Authority by effectively planning, organising, leading and controlling the assigned responsibilities;
3. Serve as a point of reference for the Authority in the assigned responsibility;
4. The Officer is expected to:
  - i. Liaise and represent the Authority in meetings including but not limited to commissions, committees, Board meetings conferences, public consultation meetings, hearings, mediation, remedial action, legal hearings, tribunal sittings, court sittings within and outside the official working hours of the Authority, both locally and abroad; and
  - ii. Observe and comply with guidelines and directions as may be issued by Senior Management;
5. Assist to meet the public's demands in line with the Authority's responsibilities;
6. Inform, advising and reporting to immediate superiors on matters, developments, issues and cases;
7. Resolve issues and cases that fall within the assigned responsibilities;
8. Participate and represent the Authority in internal and external meetings, training seminars, public consultation, negotiation meetings, hearings, mediation, remedial action, and / or court and tribunal sittings;

9. Analyse, interpret, apply and implement in a timely and appropriate manner any relevant National, and International legislation, directives, procedures, and similar obligations as well as any other relevant documents, and providing information and guidance to other officers within the Authority;
10. Participate in internal and external investigations;
11. Participate in media, awareness-raising and PR activities and campaigns;
12. Address enquiries and complaints and providing information and reports with recommendations;
13. Provide support to other Authority functions as relevant and participating in internal and external meetings;
14. Administer, coordinate, collect, map, report, record, analyse and audit data logs and information that is generated both internally and externally outside ERA;
15. Maintain the Authority databases;
16. Contribute to research studies;
17. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority;
18. Support and substitute other officers in attaining the Authorities goals and deliverables;
19. Report and provide effective briefing and correspondence on the assigned tasks and duties regularly with respective superiors;
20. Is expected to work outside normal office hours to meet deadlines;
21. Report and assist ERA management in HR-related matters; and
22. Perform other tasks and exercises as required or directed by the line superiors or Chief of the Authority.

## **Section B**

### **Main Duties and Responsibilities through own self and/or through any assigned officers as relevant:**

#### ***Lead***

1. Assist colleagues within the assigned areas of responsibility to ensure the delivery of effective results;
2. Mentor and motivate ERA officers, endorsing subordinates' work, and delegating own authority as authorised by the line superiors;
3. Raise recommendations to improve performance and effectiveness and contributing to the change process;
4. Make decisions at the appropriate level of responsibility whilst taking into account the Authority policies and procedures, goals and objective;
5. Provide advice to the Authority on developments in both national and international fields within the area of responsibility and where necessary to act as a focal or contact point for the authority;
6. Promote a culture of collaboration, a positive working environment, work ethic and service to the public; and
7. Provide service to clients, following established procedure and managerial direction, ensuring the processing of applications according to set parameters.

## *Develop*

1. Review, develop and drafting policies, strategies, programmes, plans, legal documents (including contracts, notices and regulations), procedures, and practices concerning assigned areas of responsibility;
2. Develop and implement well-researched technically sound actions on generic and particular subjects and situations;
3. Support to the identification, development and implementation of strategies and policies to provide effective protection and an integrated and sustainable improvement to the environment;
4. Support in the development and implementation of business plans and budgets for the assigned responsibilities;
5. Develop, review and implement mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate officers, are attained;
6. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking;
7. Keep abreast with relevant developments in both national and international fields including legislations and policies, procedures, environment issues and decision making processes; and
8. Contribute to employee development and training.

## *Plan*

1. Plan targets and indicators within the assigned area of responsibility and assisting line superiors in the planning of the Authority objectives and strategies; and
2. Schedule, coordinate and prioritize work within the assigned area of responsibility.

## *Monitor*

1. Supervise and assess employee performance;
2. Assist in the monitoring of business plans, budgets, goals, policies, expenses, objectives, targets, contracts and processes and recommending necessary actions as appropriate;
3. Appraise operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency;
4. Ensure that the OHS policies are adhered to and help secure proper regard for public safety in all ERA actions; and
5. Ensure that data and document policies are adhered to.

## **Section C**

### ***Job specification duties***

The Officer shall be responsible to support the superior in various Administrative duties, ensuring that the overall operations are carried out effectively and efficiently in accordance with any applicable policies, and approved business plans and in liaison with the line superior in particular to:

### **Procurement**

1. Implement all the necessary procurement policies and procedures to provide a transparent and best value procurement environment within the Authority;
2. Keep abreast with relevant public procurement developments in both national and international fields including legislations, policies, procedures and Green Public Procurement issues;
3. Support the entire procurement process, and ensure overall transparency and efficiency;
4. Carry out market research and perform consultations with contractors, bidders, suppliers throughout the procurement process;
5. Assist in the formulation and issuance of call for tenders in liaison with Management, and carry out market research when necessary;
6. Draft contractual agreements to ensure that appropriate terms and conditions are included to protect the interests of the Authority; and
7. Assist in post-contract evaluations and maintain procurement records, ensuring accuracy and integrity of data.

### **Administrative Support**

1. Up-keep proper stock systems to ensure availability of stocks; Ensure the timely and quality delivery schedules of the procured services and supplies;
2. Ensure a proper track record of all authority assets;
3. Assist in the monitoring of works and services carried out by the services providers as instructed from time to time by the superior;
4. Monitor and report on the overall supply chain requirements and performance;
5. Coordinate tender opening sessions and form part of the tender evaluation committees as required and other pertinent assignments;
6. Provide continuous support to employees in Public Procurement;
7. Review progress of goods & service, contractual agreements and initiate invoices for approval and payments; and
8. Conduct any other administrative duties as instructed by the superior.

## **Section D**

### ***Job Entry Requirements***

#### **Qualifications**

- Bachelor's Degree [MQF Level 6] with a minimum total of 180 ECTS credits in any of the following subjects: Business Studies, Management, Commerce or comparable qualification as recognised by NCFHE.
- Alternatively in case of no first Degree, a Masters Degree [MQF Level 7] with a minimum total of 90 ECTS credits in Business Studies, Management, Commerce or comparable qualification as recognised by NCFHE.
- This particular job specification requires the candidate to be able to communicate effectively both verbally and in writing in both Maltese and English, therefore a minimum 'O' Level in Maltese and English are required.

#### **Experience**

- Experience in procurement and administration will be considered as an asset.

#### **Personal Skills**

- Interpersonal Skills;
- Leadership skills;
- Communication skills;
- Methodological skills.

#### **Attributes**

- Reliability & trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player.

#### **Organisational Skills**

- Administration;
- Research and analysis;
- Coordination;
- Time management;
- Negotiation.