

## Senior Officer II (Projects & Events Coordination)

### Job Entry Requirements

#### Qualifications / Experience

- Six (6) O' levels in a relevant subject including English & Maltese [MQF level 3 Sec Grades 1-5] and Possess Category B driving licence, AND
  - (a) full Diploma [MQF Level 5] with 120 credits or 60 ECTS as recognized by MFHEA (in management or equivalent) OR an MCAST Diploma (in management or equivalent) AND three (3) years relevant experience in project management, coordination, and implementation, and/or support services and/or event organising. OR
  - (b) two (2) A' levels AND five (5) years relevant experience in project management, coordination, and implementation, and/or support services and/or event organising. OR
  - (c) Five (5) years' experience in the grade 5 or higher in project management, coordination, and implementation, and/or support services and/or event organising (For Internal Use Only)

#### Personal Skills

- Interpersonal Skills;
- Leadership skills;
- Communication and negotiation skills.
- Event-planning skills.
- Methodological skills.

#### Attributes

- Reliability and trustworthiness.
- Integrity.
- Supervisory Skills.
- Collaborative and proactive attitude.
- Eye-for-detail.
- Assertiveness.
- Multitasking.
- Flair for creativity.
- Team player.

#### Organisational Skills

- Administration;
- Research and analysis;
- Coordination;

  
Daniel Cilia  
Director  
Corporate Services  
24/7/2023