



CALL FOR APPLICATIONS

Post of Project Administrator

EDRF 017

1. The University of Malta would like to recruit a Project Administrator on a full-time, fixed term contract of three years. The work involved is primarily to oversee the implementation of **ERDF - funded projects**.
2. The applicant should have three years of experience in a managerial position with some knowledge of project management. Preference will be given to applicants who are in possession of a University Degree in one of the following areas: Architecture, Engineering or Project Management.
3. The salary attached to the post is €17,077 rising by annual increments of €487 up to a maximum of €19,998.

The University of Malta is an Equal Opportunity employer.

4. Candidates should submit their letter of application, six copies of their *curriculum vitae* one set of copies of their certificates and names and addresses of three referees to:
Director for Human Resources Management and Development
Room 217, Administration Building
University of Malta
Msida, MSD 2080

Applications should be received by not later than **noon of Monday, 15th December 2008**.

Late applications will not be considered

5. Further information may be obtained from the Office for Human Resources Management and Development, Room 217, Administration Building or on the website:
<http://www.um.edu.mt/hrmd/vacancies>.

Office of the University
Msida, 1st December 2008

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Operational Programme I – Cohesion Policy 2007-2013
Investing in Competitiveness for a Better Quality of Life
Contract part-financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU funds; 15% National Funds
Investing in your future





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Further Information

1. The Project Administrator will be responsible for the execution of this ERDF 017 project awarded to The University of Malta. S/he will be responsible to the Estates & Works Manager and report regularly to the Project Leader and Project Control Manager.

The main responsibilities of this post will include:

- Liaison with the Project Leader, the Project Control Manager & the Estate & Works Manager on all matters relating to the construction, purchases and expenditures made under the project;
 - Carry out the necessary administrative work in relation to the project;
 - Oversee the construction, finishing and services, and the procurement of equipment, certifying installation and commissioning of equipment;
 - Implement the planned obligatory publicity activities;
 - Verify work carried out against invoices submitted, certify and process invoices and prepare the necessary invoice status certificates as per 'Manual of Procedures';
 - Monitor the costs, time schedule and quality of work being carried out whilst managing the disbursement schedule break down;
 - Prepare progress and other project related reports as required by the Project Leader and other stakeholders;
 - Co- ordinate client interaction and to liaise between all the stakeholders, architectural and engineering consultants and the contractors;
 - Maintain all the necessary documentation, including purchase documents and invoices, the inputting of these documents in the Structural Funds database and the upkeep of the Project files as per EU filing procedures;
 - Set up and organise project progress meetings as necessary;
 - Availability in ERDF audits and on-the-spot checks during the specified contract period;
 - Keep proper records including the compilation and submission of claims to the competent authorities;
 - Undertake any other tasks, which the Estates & Works Manager or Project Leader and Project Control Manager may delegate to him or her, as may be required for the project to progress to completion.
3. The selection procedure will involve:
 - a. scrutiny of qualifications and experience claimed and supported by testimonials and / or certificates (photocopies to be included with the application);
 - b. an extended oral interview.
 4. The appointee is expected to work:
 - a. on a full-time basis, and will not be allowed to engage in any other gainful employment without the permission of the Council;
 - b. at such places and during such hours as may be determined by the University Authorities.
 5. The appointment will be made subject to a probationary period of one year, and to the provisions of the Statutes, Regulations and Bye-Laws of the University which are now or which may hereafter be in force.

Office of the University
Msida, 1st December 2008

