



CALL FOR APPLICATIONS

Post of Project Administrator

ERDF (011,012,018)

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: Chemistry + Physics or Biology or a degree in Engineering.

The University of Malta is an Equal Opportunity employer.

3. The salary will be commensurate with experience and qualifications.
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 these ERDF projects awarded to The University of Malta. S/he will be responsible to the Project Control Manager and will report regularly to the Project Leader and other stakeholders.

Preference will be given to applicants who are in possession of a University Degree in one of the following areas: Chemistry, Physics, Biology or Engineering.

2. The main responsibilities of this post will include:
 - Liaison with the Project Leader, the Project Control Manager & the Finance office on all matters relating to the purchases and expenditures made under the project;
 - Carry out the necessary administrative work in relation to the project;
 - 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 'Manual of Procedures';
 - Drafting of ERDF Tender & Contract as per Public Contracts Regulations and reviewing and updating of specifications related to the tender;
 - Oversee the procurement of equipment, and co-ordinate on-site testing and qualification, which are to be performed by the supplier. Assist in the Certifying installation and commissioning of equipment;
 - Implementing publicity as per obligatory publicity requirements;
 - Monitor and manage the disbursement schedule break down and co ordinate the implementation schedule;
 - Certify and process invoices, and prepare invoice status certificates and receipts;
 - Co-ordinate the necessary infrastructural works as well as the actual installation of the equipment ordered under the project;
 - Prepare progress and any other project related reports as per ERDF regulations;
 - Keep proper records including the compilation and submission of claims to the competent authorities;
 - Prepare and submit claims for reimbursements as per regulations and guidelines set by the relevant government authority under the supervision of the various project leaders;
 - Assist the Project leader during ERDF audits and on-the-spot checks during the specified contract period;
 - Undertake any other tasks, which the Project Control Manager or the Project Leader, 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

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