Call for Application

Post of Handyperson
Estates, Facilities and Capital Development Directorate

Applications are invited for the post of Handyperson in the Estates, Facilities and Capital Development Directorate and as may be required by the University. The successful applicant may be assigned duties on any of the University properties including the Junior College.

Applicants must be in possession of a school leaving certificate and have passes in both literacy and numeracy. Applicants must have occupied and have work experience in a similar role for a minimum period of three years, and must possess formal training or qualifications in a technical trade.

The post carries an annual salary of €11,427 rising by annual increments of €191 up to a maximum of €12,764. On completion of three years service in this grade, the appointee will on satisfactory performance be entitled to move on to the next salary band with annual increments of €210 up to a maximum of €13,654. After a further period of three years, the appointee will on satisfactory performance be entitled to move on to the next salary band with annual increments of €226 up to a maximum of €14,552.

Applicants should submit their letter of application by e-mail to recruitment.hrmd@um.edu.mt together with their curriculum vitae and certificates.

Applications should be received by Tuesday, 27th June 2017.

Late applications will not be considered.

Further information may be obtained from the website: http://www.um.edu.mt/hrmd/vacancies.

Office of the University
Msida, 13th June 2017

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Further Information

The successful candidate may be requested to carry out works at any of the University properties and may even be posted at any of the University properties. Furthermore, the successful applicant should be able to carry out tasks as directed by his / her superior officers related to one or more of the following trades:

- Plastering, pointing, painting and tiling works;
- Carpentry/joinery, aluminum and other related works;
- Plumbing, drainage works and assistant electrician duties;
- Masonry, concrete and general building trade works;

Main Duties / Responsibilities:

- Repairs, maintenance and minor works on grounds and buildings on University property;
- Use of various hand tools and small power tools;
- Directing labourers and /or skilled labourers working with him / her;
- Assisting in the loading/unloading and shifting of furniture or similar items;
- May be required to drive University vehicles;
- Any other related duties as directed by the Director of the Estates, Facilities and Capital Development or his representative.

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.

The Selection Procedure:

The selection procedure will involve:

a. evaluation of qualifications and experience claimed and supported by testimonials and / or certificates (copies to be included with the application); and
b. an interview and / or extended interview.

The selection process will follow the document "Guidelines for Members of Selection Boards in the Recruitment of Administrative, Technical and Industrial Staff" (http://www.um.edu.mt/hrmd/services/recruitment).

In accordance with the guidelines, members of the Selection Board will establish the following selection criteria for the selection process:

- Relevant academic qualifications
- Relevant Academic / Work experience
- Aptitude and suitability; and
- Performance in interview

The appointment will be subject to a probationary period of six months and to the provisions of the Statutes, Regulations and Bye-Laws of the University of Malta which are now or which may hereafter be in force.

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