



LEADER
Development led by local communities



Ref: VAC 001-2026MAGF

JOB OPPORTUNITY - FULL-TIME SECRETARY (OFFICER)

Majjistral Action Group Foundation (MAGF)

Common Agricultural Policy Strategic Plan For Malta 2023-2027

MAJJISTRAL ACTION GROUP FOUNDATION

66, TRIQ IL-MOSTA,

ATTARD. ATD1430

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SECTION 1 – INSTRUCTIONS TO INTERESTED APPLICANTS

1. Scope

Majjistrat Action Group Foundation (MAGF) is seeking a qualified candidate for the role of Secretary (Officer). The selected individual will support the operational and administrative functions of the Foundation, including the implementation of the Local Development Strategy (LDS) in line with National and European regulations and Managing Authority (MA) guidelines, under the direction of the MAGF Decision Committee.

2. Background Information

MAGF is a foundation composed of a group of local councils and private entities operating within the North-west territory in Malta. The Foundation is responsible to implement the LEADER Programme under the Common Agricultural Policy (CAP) Strategic Plan (2023-2027) within its territory, amongst others.

The Foundation's overarching objective is to develop the rural localities in its territory so as to improve the quality of life and make this territory more economically prosperous.

This call falls under Intervention 77.3 of the Common Agricultural Policy (CAP) Strategic Plan (2023-2027).

3. Duties and Responsibilities

The employee will be responsible for assisting the Manager in the overall management, coordination and control of the approved actions within the Local Development Strategy prepared by the same LAG in relation to 'LEADER' within the Common Agricultural Policy (CAP) Strategic Plan (2023-2027). The employee shall report and shall be answerable to the Manager or any other person indicated by the Manager for the purpose from time to time.

The main responsibilities of the Secretary are being set out below. In addition, the Manager may assign other duties from time to time, as required.

i) Administrative and Technical

- Carry out general administrative office tasks such as taking telephone calls, compiling briefs and memos, organising meetings, taking minutes during MAGF board meetings and maintaining the office filing system;
- Compile reports and presentations, including consolidation of monthly management reports;
- Support the Manager in the organisation and management of events;
- Attend meetings/training/conferences both locally and abroad;
- Assist the Manager to co-ordinate the work of the Decision Committee;
- Prepare and submit project progress reports as specified in the Operating Rules;

- Provide a timely and effective response to any queries by the Managing Authority or the Paying Agency;
- Compile data and other research work;
- Participate in programme evaluation at midterm and final stages;
- Communicate with all the horizontal stakeholders and networking and local and European counterparts;
- Work in close liaison with Government Departments;
- Participate fully as a member of the LAG team;
- Organise appointments and do the planning for the Manager and filter telephone calls;
- Travel abroad as needed to support the Foundation's operations;
- Any other ancillary roles as may be identified by the Manager of the LAG.
- Participate actively in any meetings, seminars, training or events organised by the National Rural Network;
- Identify and liaison regularly with counterparts in EU member states to identify and share best practice on issues related to the management of a LAG and the general Rural Development Policy.

4. Eligible Qualifications and Requirements

Interested candidates must be able to communicate in English language, in order to sufficiently and adequately carry out the duties applied for and have the following:

Qualifications:

- In possession of a pass at least (at Grade 5 in the case of SEC examinations, and Grade C or 4 in the case of Edexcel (London) examinations) in Six (6) subjects at MQF level 3 which must include Maltese, English, Mathematics and IT Office Application Skill;

OR

- a full MQF level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in six (6) subjects which must include Maltese, English, Mathematics and IT Office Application Skills as separate study units within the course pursued;

OR

- a higher qualification than those described above.

Prospective applicants without an MQF Level are expected to provide recognition statements for their qualifications from the Malta Qualification Recognition Information Centre <https://mfhea.mt/academic-qualifications/> or other designated authorities, as applicable. This requirement is in accordance with the provisions specified for this call for applications.

Skills:

- Give high attention to detail and commitment to accuracy;
- Is able to handle multiple tasks effectively and work independently when necessary;
- Possess strong team orientation, adaptability, and capacity to meet tight deadlines;
- Possess excellent communication and interpersonal skills, with a customer-focused mindset;
- Ensure strict adherence to confidentiality protocols and exercise discretion in all matters.

Due consideration will be given to applicants who speak and/or understand the Maltese language and have proven experience working in an office environment, with a strong grasp of administrative processes and are familiar with the LEADER programme or other EU-funded initiatives, including basic procedures and reporting requirements.

The chosen candidate is expected to constantly seek self-improvement through continuing to acquire knowledge, experience and expertise in all areas related to 'LEADER' and Rural Development Policies and taking every opportunity to acquire and increase awareness of new management skills, particularly in the areas of project management, financial management, human resource management and information technology.

5. Applicants' Submissions

Applicants must submit their application via email to galmajjstral@gmail.com addressed to the Chairperson of the Majjistral Action Group Foundation.

Applications must include the following:

- i. Covering letter; and
- ii. Detailed Curriculum Vitae, indicating qualifications and experience, together with copies of all relevant Certificates; and
- iii. A copy of an Identification Document (e.g. I.D. Card, passport, etc.); and
- iv. A copy of a Certificate of Conduct issued by the Criminal Records Office <https://kondotti.gov.mt/> or other competent authority, issued not earlier than one (1) month prior to the closing date of this call.

An email acknowledgement of the application submission will be sent within one (1) working day.

6. Procedure

This Open Call is issued under Chapter 452 of the Employment and Industrial Relations Act and any other subsequent conditions of employment identified in Maltese Law.

Selection Procedure:

The Selection procedure will be as follows:

- i. A Selection Committee appointed by the Decision Committee of MAGF will assess eligible applicants through formal interviews to determine their suitability for the position.
- ii. The Selection Committee will present the interview's rankings and supporting documentation to the Decision Committee of MAGF. The Decision Committee will verify the interview process and shall select the chosen candidate.
- iii. Both successful and unsuccessful candidates will be informed in writing of the final decision

The maximum mark for this selection process is 100% and a pass mark is 50%.

MAGF reserves the right to cancel or postpone this Open Call. All interested applicants will be notified by email in the event of postponement or cancellation.

7. Date of Commencement and Period of Execution

The date of commencement shall be the date of signing the contract between the chosen candidate and the legal representative of the Foundation.

8. Applicable Law

This open call shall be governed by and construed by the laws of Malta.

SECTION 2 – EMPLOYMENT CONDITIONS

1. Nature of Employment

The chosen candidate shall be employed on full-time basis (40 hours per week), Monday to Friday from 8.00am to 4.30pm of which the employee will be entitled to a 30-minute daily break. There could be instances where the post requires hours of work different than those scheduled, like during a scheduled Board meeting. The position is based at the MAGF office in H'Attard (Majjistrat Action Group Foundation, 66, Triq il-Mosta, H'Attard, ATD 1430).

Remote working arrangements may be considered only with prior approval from both the LAG Manager and the Decision Board.

2. Probation Period

This open call is subject to a probationary period of twelve (12) months.

3. Contract

The selected candidate will enter into a three (3) year assignment as Secretary (Officer) at Majjistrat Action Group Foundation, subject to renewal for further periods.

4. Leave, Sick Leave and National/Public Holidays

The chosen candidate shall be entitled to vacation leave every calendar year, calculated on the basis of a 5-day, forty-hour working week and an 8-hour working day. Therefore, the employee is allocated an annual total of 192 hours basic leave entitlement and any additional hours as issued by the Department for Industrial Employment Relations.

Vacation leaves not availed of shall be carried forward to the following year, with the leave accumulated from the previous year utilised first. In cases where the employer or employee terminates the agreement, the employer is obliged to remunerate the employee for any vacation leave not availed of, based on the salary of the employee at the time of the termination.

As per National Standard Regulations, the employee is entitled to 80 hours of sick leave.

The chosen candidate shall be entitled to all national and public holidays issued by the Department for Industrial Employment Relations with full pay on the days that fall between Monday and Friday.

5. Salary and other benefits

The salary for the post of Secretary (Officer) is Salary Scale 14, which in the year 2026 is equivalent to €22,546.00 per annum, rising to €23,600.00 in 2027 and €24,707.00 in 2028.

Secretary	2026	2027	2028
Basic salary	€22,546.00	€23,600.00	€24,707.00
Performance bonus 10% End of Year	€2,255.00	€2,360.00	€2,471.00
Total	€24,801.00	€25,960.00	€27,178.00

The chosen candidate will also be entitled to a performance bonus of up to 10% of the basic salary, payable to the level of performance and subject to the approval of the LAG Manager and the Decision board.

The employee's salary will be paid in twelve (12) monthly payments in a calendar year.

The employee shall receive any other benefits such as government bonus, income supplement, including the approved cost of living increase announced in the Government of Malta's annual budget