

21ST FEBRUARY 2025

Call for the Post of Estate Officer At the Archbishop's Seminary

Please note that those nomenclatures importing the male gender include also the female gender.

1.0 General

- 1.1 The Archbishop's Seminary Administration invites applications from eligible, outstanding applicants with the requested qualifications and experience for the post of Estate Officer.

2.0 Terms and Conditions

- 2.1 The salary for the post of Estate Officer, which is subject to a probationary period of one year, is that of Scale 8 Step 2, (€29,279.00 per annum) rising by annual increments.

3.0 Overall Duties and Responsibilities

3.1 Job Description

1. On his/her own initiative plans, coordinates, performs and ensures the implementation of the:
 - 1.1. general repair and maintenance, managing all repair and maintenance intervention requests as raised by heads of sections and ensuring the timely implementation of related remedial works;
 - 1.2. relations and follow ups of work with 3rd party contractors;
 - 1.3. creation, updating and execution of preventive maintenance plans;
 - 1.4. general cleaning, ensuring that all facilities and grounds of the schools forming part of the institution are kept clean, safe and secure at all times;
 - 1.5. gardening and landscaping, ensuring that such areas are kept clear, clean, appropriately embellished and well kept within the seasonality at all times;
 - 1.6. safety and security, ensuring that the facilities and grounds benefit from proper systems of security, ensuring the safety and security of buildings, equipment and furniture, apertures, mechanical and electrical installations within the Seminary estate;
 - 1.7. hospitality, ensuring that all areas are well maintained and equipped according to the needs of hosts in consultation with the hospitality coordinator; ensuring that signage is adequately installed and maintained;
 - 1.8. upkeep of equipment, within the estate;
 - 1.9. being familiar with the principles, practices, tools, equipment and materials and products used in construction, cleaning, health & safety and in all phases of all the above;

2. leads the team under his/ her responsibility including general hands, cleaners, gardeners, and security officers;
3. ensuring and monitoring the attendance and punctuality of all employees under his/her charge, including clocking in and out, vacation and sick leave, overtime, and others;
 - 3.1. setting quality standards on all tasks carried out by each employee, ensuring that all such tasks are carried out efficiently and economically within agreed timeframes; prioritizing, assigning and coordinating work orders to employees entrusted under his/her administration and control;
4. working and developing teamwork skills among these employees; supervising the work of employees and coaching them in the necessary skills,
5. to identify the individual skills of each employee and to utilize their competencies flexibly within the institution;
6. establishing and maintaining effective working relationships with employees, as well as with heads of sections (i.e. Rector, School Principal, GM and their delegates), and other senior officers within the related structures;
7. promoting and maintaining safe working practices, conditions and environment, for stakeholders using the premises; exercising independent judgement and initiative in coordinating all the assigned tasks, making recommendations for remedial works to be undertaken, planning, assessing and assigning work orders, following up works in progress. He/she must ensure the efficiency and effectiveness of works carried out by all staff within his/her responsibility;
8. ensuring that all orders and payments are recorded and are in full compliance with regulations issued by the Maltese Ecclesiastical Authorities;
9. assuming responsibility for all stores and storage areas as assigned
10. knowing the physical layout of the estate that fall under his/her remit;
11. investigating and writing reports on accidents and/or damages to facilities and/or equipment;
12. reading, writing and preparing reports, memos and correspondence;
13. providing estimates on materials and cost for remedial works;
14. communicating effectively orally and in writing, as required;
15. being able to work in a dynamic environment;
16. performing other duties as may be assigned to him/her from time to time be assigned to him by the Seminary Administration;
17. performing duties under the overall direction of the Seminary administration in collaboration with the Rector, School Principal, GM and their delegates.

4.0 Eligibility requirements

4.1 By the closing date and time of this call for applications, applicants must:

1. be able to communicate in both the English and Maltese languages.

2. have excellent communication skills.
3. be preferably in possession of the wiremen's Licence A and B.
4. be in possession of a clean valid driving licence.
5. be computer literate.
6. have a good knowledge of spreadsheets and word processing skills.
7. be willing to work flexibly according to the requirements that such a post demands.
8. have a minimum of 3 years` experience in facility management/estate management.

5.0 Selection procedure

- 5.1 Eligible applicants will be assessed by a Selection Board.
- 5.2 The Archbishop's Seminary adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Policies and Procedures in Cases of Sexual Abuse.

6.0 Submission of applications

- 6.1 Interested applicants are required to send a detailed Curriculum Vitae (Europass CV) with a covering letter stating their intent, supported by the necessary documentation and the name of two referees by not later than noon (Central European Time) **of 7th March 2025 by:**

Registered Mail to;

**The Human Resources Office,
The Archbishop's Seminary, 90 Tal-Virtu Road,
Rabat**

or by e-mail on;

vacancies@maltaseminary.org

All applications will be acknowledged in writing by the HR Office.