



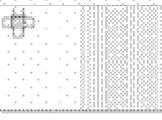
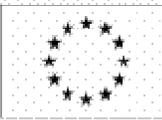
**POST OF PART-TIME JUNIOR FINANCE OFFICER
WITH THE MALTA RESOURCES AUTHORITY**

1. The **MALTA RESOURCES AUTHORITY (MRA)** was established by Act XXV of 2000 to regulate, monitor, and review all practices, operations, and activities relating to energy, water, and minerals.
2. The **MRA** is an equal opportunity employer and, in seeking to recruit a Part-Time (20 hours per week) Junior Finance Officer, invites applications from suitable candidates.
3. The selected candidate will be expected to enter an Eighteen (18) month contract as a Part-Time Junior Finance Officer with the Malta Resources Authority on a European Regional Development Fund Project, under Operational Programme I, Investing in Competitiveness for a Better Quality of Life, Promotion of Renewable Energy Sources in the Domestic Sector (2012). Unsatisfactory performance during the contract period will lead to termination of the contract.
4. The salary attached to the position of a Part-Time Junior Finance Officer is equivalent to Government Salary Scale 9 (pro-rata).
5. The Part-Time Junior Finance Officer may be required to:
 - 5.1 manage the financial administration of the project;
 - 5.2 participate with the project leader in drafting, compiling and implementing the internal control measures to ensure good governance and adherence to the regulations and conditions of the project;
 - 5.3 recommend improvements to the internal controls throughout the duration of the project;
 - 5.4 review and reconcile payments to applicants with relative approved payment batches;
 - 5.5 send direct credit instructions to the bank via internet banking;
 - 5.6 prepare requests for reimbursement of the different expenditure outlays forming part of the project;
 - 5.7 upload request for reimbursements on the Structural Funds Database;
 - 5.8 liaise with Ministries, PPCD and other third parties as necessary;

- 5.9 prepare cash and other forecasts as necessary in connection with the project;
 - 5.10 prepare bank and other reconciliations in connection with the project;
 - 5.11 prepare reports of a financial or related nature in connection with the project;
 - 5.12 assist the project leader in preparation of reports in connection with the project by providing financial data as necessary;
 - 5.13 reply and/or assist in formulating replies to queries from the Managing Authority and other interested parties connected with the project;
 - 5.14 perform any other financial or related activity in connection with the project as indicated by the project leader or the Authority's CEO.
6. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties as directed by the respective head/CEO. The responsibility level of any duties should not exceed those outlined above.
 7. Eligible candidates must be:
 - 7.1 citizens of Malta; **or**
 - 7.2 citizens of another European Union member State; **or**
 - 7.3 citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); **or**
 - 7.4 the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.
 8. The appointment of candidates referred to at (7.2), (7.3), and (7.4) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.
 9. In addition, candidates must:
 - 9.1 be in possession of a relevant University Degree in Accountancy or equivalent;
 - 9.2 be proficient in the use of widely available software packages;
 - 9.3 have the ability to communicate effectively in Maltese and English;
 - 9.4 have the ability to work effectively as part of a multi-disciplinary team;

- 9.5 be of good moral character (a police certificate of conduct issued within six months prior to the closing date of applications should be provided) and demonstrate sound work ethics.
10. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of section 7 of the Equal Opportunities (Persons with Disability) Act, 2000, even if they do not satisfy in full the eligibility requirements for this post/position provided they can carry out, in essence, the duties related to the post/position and subject to the concurrence of the Management and Personnel Office.
 11. Representations in terms of this clause should be attached to the application forms and supported with relevant documents, which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the **MRA** and copied to the NCPD.
 12. Certificates and/or testimonials must support qualifications and experience claimed. Photocopies are to be included with applications and originals produced for verification at the interview.
 13. It is the responsibility of candidates, in possession of qualifications awarded by foreign universities/tertiary education institutions, to produce an evaluation report on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). A copy of the said report issued by the MQRIC, or the designated authority in case of warrants, should be attached to the application, with the original presented at the interview. Candidates not in possession of this report may still apply, provided they submit a copy of the report to the **MRA** as soon as it becomes available and in any case by not later than fourteen days from the closing date of the call for applications.
 14. Eligible applicants will be interviewed by a selection board appointed by the Malta Resources Authority to assess their suitability for the position.

25.07.13

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