

15TH NOVEMBER 2017

CALL FOR
CHIEF EXECUTIVE OFFICER
AT THE ARCHBISHOP'S SEMINARY

1.0 General

- 1.1 The Archbishop's Seminary Administration invites applications from eligible, personnel for the senior post of Chief Executive Officer of the Seminary.
- 1.2 The Chief Executive Officer responds to the Rector and Headmaster and/or their delegates.

2.0 Terms and Conditions

- 2.1 The selected candidate may be required to attend courses and conferences, locally or abroad, as may be deemed necessary.
- 2.2 The selected candidate will be engaged in a three-year contract subject to renewal.

3.0 Overall Duties and Responsibilities

- 3.1 Work along the Management team and staff to enhance overall level of service rendered.
- 3.2 Empower all employees to enhance their qualities
- 3.3 Liaise with seminary staff and external organisations to oversee the day-to-day administration of the complex
- 3.4 Organise and coordinate meetings between the various departments, maintaining a track record and minutes of such meetings
- 3.5 Evaluate and implement new policies and directives under the direction of the Seminary Administration
- 3.6 Gather, analyse and use data to plan and implement sustainable future commitments to improve the Seminary's operations
- 3.7 Ensure adherence to Seminary policies and adherence to the best practices and standards

- 3.8 Prepare, negotiate and review various work contracts under the guidance of the Seminary Administration
- 3.9 Set up and maintain a work manual covering all processes undertaken by the Chief Executive Officer
- 3.10 In liaison with the respective head of the department, the chosen person would oversee:
 - 3.10.1. The kitchen operations
 - 3.10.2. The Seminary personnel
 - 3.10.3. The hospitality operations
 - 3.10.4. The Seminary accounts
 - 3.10.5. The Precincts
 - 3.10.6. Other ancillary operations
- 3.11 The chosen candidate is also to carry out any other duties as deemed necessary/agreed by the Seminary Administration

4.0 Eligibility requirements

- 4.1 By the closing time and date of this call for applications, applicants must be in possession of at least a first degree or equivalent from a recognised educational institution, with management as a major area of study.
- 4.2 Applicants must have the ability to communicate orally and in writing in both the Maltese and English languages;
- 4.3 An emotionally intelligent and dynamic, creative individual who has a critical outlook towards problem solving and is able to lead a team through the necessary changes.
- 4.4 Demonstrating experience, proficiency and expertise in I.T., Team Management, Accounts Management and in the Hospitality Industry will be considered an asset.
- 4.5 Applicants must concur with and promote the ethos of the Seminary.

5.0 Submission of supporting documentation

- 5.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English. Scanned copies sent electronically are acceptable.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

- 5.3 Applicants must provide a police conduct issued not more than two months prior to the submission of data.

6.0 Selection procedure

- 6.1 Eligible applicants will be assessed by a Selection Board.
- 6.2 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. The Seminary also adheres to the Maltese Ecclesiastical Province *Statement of Policy and Procedures in Cases of Sexual Abuse* published in November 2014.

7.0 Submission of applications

- 7.1 Interested applicants are required to send a covering letter stating their intent, supported by the necessary documentation and the name of two referees. The application should include a detailed Curriculum Vitae (Europass CV). These documents are to be sent to the **Human Resources Department** at **The Archbishop's Seminary in Rabat** by not later than noon (Central European Time) of Monday 4th December 2017. Electronic copies of the covering letter and CV may be sent to: vacancies@maltaseminary.org. Although electronic copies are preferred, applications sent by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by The Seminary.
- 7.2 Applications delivered by hand will be acknowledged in writing by the HR Officer within the Archbishop's Seminary and a receipt will be given at the time of delivery.
- 7.3 Late applications will not be accepted.