

<i>Job Description</i>	<i>Senior Administrator (Technical Projects)</i>
<i>Date</i>	March 2025
<i>Grade</i>	5 (Definite)
<p><i>Purpose of the Position</i></p> <p>The Senior Administrator (Technical Projects) will be entrusted with the administration and coordination of technical projects with a specific focus on those related to education, social policy, and skills development. The postholder will support project leads in delivering high-level initiatives, including collaborations with social partners, policy-driven projects, and stakeholder engagement efforts.</p> <p>Duties include overseeing documentation and compliance processes, managing administrative workflows, coordinating consultation and policy meetings, and ensuring that project milestones are met efficiently. The Senior Administrator will contribute to drafting internal briefs, preparing updates for steering groups, and ensuring seamless liaison with national and international stakeholders. The role requires sound judgment, initiative, and a good grasp of education and social policy contexts.</p>	
<p><i>Core Deliverables/Accountabilities</i></p> <ol style="list-style-type: none"> 1. Provide professionally informed direction with regard to the overall development and management of skills-related aspects with respect to educational and social projects; 2. Keep abreast with the international pedagogical, social policy and technological developments in training, learning and assessment to inform and advise policy and practice in the identified projects; 3. Under the guidance of the Senior Director (Policy & Technical Affairs), to coordinate and assist in the development of a National strategy for skills, 4. Under the guidance of the Senior Director (Policy & Technical Affairs) and Senior Director (Organisational Culture & Corporate Affairs) to assist in the development of the National Career Guidance Policy and the coordination of the National Career Guidance Network; 5. To assist in ensuring that the National Skills Council fulfils its constitutional, regulatory and legal obligations; 6. Represent the National Skills Council in education, training and learning in Local, European and International fora; 7. Coordinate initiatives and participate in related fora to ensure the continuous development and promotion of engagement in the training and lifelong learning offer. 8. Coordinate initiatives related to Learning, Training and Skills for youth and adults, in light of the changing educational, social, economic, and technological landscape with a clear vision for 'Equitable and inclusive lifelong learning that empowers people to fulfil their aspirations and thrive in life and work' at its heart. 9. Coordinate initiatives and measures through short-, medium- and long-term measures, with an overarching scope of bridging the skills gap and tackling skills mismatches in its various forms. This shall happen within a context of a very real series of skills related challenges, reflected by a low wage, low skill economy, a high proportion of working age adults with no qualifications and an exodus of young people leaving to access work and higher education. 10. Coordinate workplans and initiatives to forge the National Skills Council's path as a leading entity for talent development and skills-related innovation. 11. Ensure stakeholder engagement and networking with key partners internationally, nationally, regionally and locally, taking a long-term view of education, training and skills. 	



12. Oversee the development and delivery of evidence-based strategy projects to support the timely implementation of cluster priority directions and reform initiatives.
13. Drive a long-term focus and awareness of emerging issues and disruptive trends relevant to the National Skills Council's remit to inform strategy formulation.
14. Establish and maintain effective working relationships across the public sector and with external stakeholders to enhance engagement, consultation and negotiation on strategy related work.
15. Assist in Erasmus+ projects in relation to youth, adult learning, career guidance and skill development.
16. Keeps abreast and up to date with EU affairs and assist in drafting Malta positions.
17. Act as an ambassador for NSC and promote, enhance and expand links with external stakeholders and in international fora to attain goals and objectives and encourage their collaboration.
18. Liaise with the Deputy Director (PR and Executive Chairman's Office) for assistance in Education and/or Career-related campaigns

Competencies and Relevant Qualifications

Essential

1. Qualification and Experience

- MQF Level 7 qualification in Administration, Project Management, Social Policy, Arts & Humanities, European Studies or an appropriate, recognised, comparable qualification and 1-year work experience in administrative role OR
- MQF Level 6 qualification in Administration, Project Management, Social Policy, Arts & Humanities, European Studies or an appropriate, recognised, comparable qualification and 2-years work experience in administrative roles.

With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education website (www.mfhea.org.mt). Such statement should be attached to the application and the original presented at the interview.

2. Proficient in MS Office.
3. Able to work under pressure.
4. Strong attention to detail.
5. Confidentiality, respect, and good working relationship with other employees.
6. Able to work in a team.

Asset

1. Organised and able to prioritise and plan.
2. Reliable and respects deadlines.
3. Takes initiative and adopts a positive 'can-do' approach.



Line Management:

Reports to: Senior Director (Policy & Technical Affairs)

Liaises with: Manager (Economic Analyst), and Manager (Technical Projects).

Working Conditions

1. Full-time, 40 hours per week, during normal office hours and conditions.
2. Occasional travel abroad required for conferences, training, professional development, and networking.
3. As per NSC Terms of Employment Handbook.

NOTE: This job description is not exhaustive, and amendments and additions may be required in line with future changes in policy, regulation, or organisational requirements.

