



Post of Manager I (Communications) within the Commission on Gender-Based Violence and Domestic Violence in the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue).

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary, Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue) invites applications for the post of Manager I (Communications) within the Commission on Gender-Based Violence and Domestic Violence.

Terms and Conditions

- 2.1 This appointment is subject to a probationary period of twelve (12) months.
- 2.2 The salary for the post of Manager I (Communications) is Salary Scale 10, that is, €24,085.98 per annum, rising by annual increments of €407.67 up to a maximum of €26,532.00.

Duties

3. The duties of Manager I (Communications) include:
 - i. Work closely with the Commissioner and all personnel in the development and implementation of a Communication Strategy for the Commission on Gender-Based Violence and Domestic Violence;
 - ii. Be responsible for the Commission's overall branding and image;
 - iii. Draft Press Releases, Memos, Invitations, articles and other Formal means of Communication;
 - iv. Be involved in projects, specifically those focused on awareness raising on gender-based violence and domestic violence;
 - v. Identify opportunities for collaboration in awareness raising on gender-based violence and domestic violence;
 - vi. Organise the logistical coordination and organisational planning/preparation of Commission events;
 - vii. Plan, create and manage the design, content and production of marketing material
 - viii. Ensure that the Commission's online and social media is updated;
 - ix. Review newspapers and news portals on a daily-basis and maintain the Commission's news database;
 - x. Be aware and comply to public procurement regulations;
 - xi. Analyse outcomes from awareness raising and communications efforts;
 - xii. Liaise with the personnel responsible for procurement;

- xiii. Liaise with suppliers of design and marketing companies when necessary;
- xiv. Assisting in the preparation of the Commission's annual report;
- xv. Any other tasks and responsibilities delegated by the Commissioner.

Eligibility Requirements

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

i. (a) citizens of Malta; or

(b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

(d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

(e) third country nationals who have been granted longterm resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

4.2 The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

i. must be in possession of a recognised Bachelor's Degree qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003). Qualifications and experience related to journalism, communications, public relations and marketing will be considered an asset.

- ii. have good communication skills, including good writing skills in both Maltese and/or English, and must also be able to use relevant MS Office applications. Moreover, knowledge/experience in domestic violence and gender-based violence issues will be considered an asset. Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience.
- 4.3 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.
 - 4.4 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).
 - 4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.
 - 4.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

Submission of Supporting Documentation

- 5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedures

- 6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.
- 6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.3, have proven relevant work experience.

Submission of Applications

- 7. Applications are to be submitted, for the attention of the Head of Entity at the Commission for Gender-Based Violence and Domestic Violence. Applications

are to include a Curriculum Vitae (which should include a list of qualifications held by applicants), and a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application. The closing date of the receipt of applications is **noon** (Central European Time) of **Monday, 11th November 2024**. Applications may be submitted via e-mail (including all necessary documentation in PDF Format) or by post (including all necessary documentation in copy).

Applications to be sent on the below (either via e-mail, or by post)

Commission on Gender-Based Violence and Domestic Violence
Zentrum Business Centre
Imdina Road
Qormi
Tel: 22768304
E-mail: contactus@stopviolence.gov.mt