

CALL FOR APPLICATIONS

TO FILL VACANCY FOR

Executive Administrator - Project Support Officer (PMO)

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to hr.pg@project.green

JOB DESCRIPTION & PROFILE

Title	Executive Administrator - Project Support Officer (PMO)
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Job Description

About the Project Management Office:

The PMO will introduce, oversee and support the application of consistent and repeatable methods, practices, tools and technology for managing and governing projects, with the purpose of increasing the efficiency and effectiveness of the project delivery, reporting and communication processes.

The PMO will work to cultivate and advance a project management culture so that the structures, processes, skills and mind-set are consistent with an organisation where projects are the primary method for delivering its business objectives and value to its stakeholders.

About the Role:

The Project Support Officer (PMO) will assist the Senior Manager – Project Support Office (PMO) in the efficient and effective execution of the responsibilities of the project support function.

Your role will include:

- Helping to co-ordinate, administer and run workshops and committees.
- Administering the software tools used for project management and governance, including the configuration and customisation of software.
- Setting up, organising and administering electronic project folders, files, shared areas and project collaboration spaces and tools.
- Supporting project managers and stakeholders to efficiently and effectively use the central project register, project logs, project files, documents and related processes.
- Inputting, updating, organising and monitoring the quality of project data and metadata in spreadsheets, databases and other software systems.
- Producing and/or facilitating scheduled and ad-hoc project reporting for internal and external consumption.
- Supporting coaching and training programs for users on project management, governance tools and processes.

- Providing training to users of project management software, reports and tools.
- Generally supporting Chief Officer – PMO and the Project Managers – PMO with the efficient and effective execution of project management and governance processes, task and activities.

About You:

Project Green is looking for a motivated person with initiative who can work to the required level with minimal supervision. The candidate should ideally be familiar with project management and have an aptitude to learn and apply technology to business and project administration needs. The candidate should have the desire and energy to develop new skills and to rapidly learn and apply new technologies. The ideal applicant would:

The role requires the applicant to be in possession of a minimum of a diploma qualification (MQF Level 5), or higher, as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC), preferably in relevant field such as Project Management, Business Administration, or Information Technology.

You will have a minimum of three (3) years of relevant work experience. If you do not have the necessary academic or professional qualifications but you have at least five (5) years of relevant work experience, we would still be interested to consider you.

Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on mfhea.mt under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage project.green.

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.