



Opportunity Knocks Project Coordinator

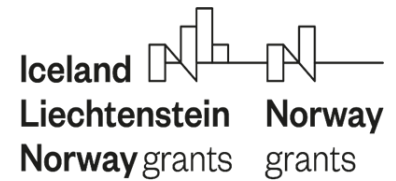
FSWS Collective Agreement Grade 3 (Executive IV)



Public Call

Permit No: 274/2018

Ref No : HR/2020/23/EXT/C



The Position

The Foundation for Social Welfare Services invites applications for full time Project Coordinators for the new initiative to be managed by Agenzija Appogg entitled **Opportunity Knocks**. This position shall be offered on a definite contract.

Opportunity Knocks (OK) is a project-based initiative that has the mandate of supporting vulnerable young adults into securing resources needed for independent living. The scope of the project is to offer the target audience with the necessary practical, logistical and therapeutic support that shall assist them in enhancing their skill set to be in a position to successfully live on their own. The project offers a multifaceted strategy which shall target the presenting situation from a preventative, educational and therapeutic standpoint; offering high impact, service use centred interventions that will ultimately mobilise the internal and external opportunities that will support independent living.

This project is funded by **EEA Grants 2014—2021**. This project is expected to be completed in June 2021.

The Role

The role of the coordinator shall be to provide procedural and operational assistance to the project administrator. The primary task of the coordinator shall include both an administrative component and supportive component targeting the employees. An integral part of this role is to serve as a reference contact for the employees of the project, offering ongoing support, consultation and if deemed necessary also supervision. The project coordinator shall be a knowledgeable person, who is well informed about the sector in question as well as having a good degree of familiarity with the context of the project. The coordinator shall also be expected to maintain adequate logs and records that shall help organise the vast complexities of the project documentation.

The Person

Eligible candidates shall possess as a minimum any of the following qualifications:

- A minimum of MQF Level 6 in any of the following subjects; Sociology, Social Policy, Youth Work, Psychology, Education or Health and Social Care coupled with two (2) years experience.

Candidates who are in possession of an MQF level 5 in any of the subjects mentioned above shall be employed at a Grade 6 (Executive II) position.

Qualifications and experience claimed must be supported by certificates and/or testimonials. Applicants in possession of a foreign qualification/s are to produce with their application, a recognition statement on comparability of qualifications issued by the Malta Qualification Recognition Information Centre (MQRIC). In addition, candidates are requested to submit an updated Curriculum Vitae and a valid police conduct.

Interested individuals are to express their interest by sending their applications together with relevant documentation via email to **recruitment.fsws-headoffice@gov.mt** or via **registered** mail by Friday 25th September 2020. Other **non-registered** mail recovered through conventional post and/or delivered personally by hand shall be time-stamped and acknowledged by a receipt issued by the front office of the FSWS. Late applications shall not be accepted. The FSWS will not be held responsible for any late delivery of post from third parties. All prospective applications are advised that the Foundation's HR department will ask for references and testimonials from your previous employers in order to better assess your suitability for the vacancy in question.

Interview results, including Identity Card numbers of the candidates, shall be published as per FSWS Recruitment policy.

Applications are to be addressed to :

Director Human Resources , Recruitment & Training
Foundation for Social Welfare Services
212, Cannon Road, Santa Venera SVR 9034



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