

## **Expression of Interest – Part-Time Administration Assistant**

**Ref: RFQ/FES/012/2021**

The Foundation for Educational Services (FES) is hereby publishing this call with the purpose of identifying eligible applicants to submit their interest to provide Administrative Assistant duties on a **part-time** basis. The selected applicant shall provide the service on **self-employed** basis and shall be required to provide support to the entity's Head Office, Childcare Centres, Klabb 3-16 Centres and Skolasajf Centres.

The selected applicant herein afterwards referred to as 'service provider', shall be subject to standards of performance and expected outputs during the contract period, and unsatisfactory performance may lead to termination of the contract according to established procedures and good practice.

### **1. Duration of the Contract & Payment Terms**

- 1.1 The services will be provided on contract for a period of six (6) months.
- 1.2 The selected service provider shall be expected to enter into a contract to provide the said services for a period of six (6) months up to a maximum of 20 hours per week. Working hours are Monday to Friday between 8.00am and 4.00pm and a schedule is to be agreed upon mutual consensus between the service provider and Manager Corporate Services at the FES.
- 1.3 The contract period shall commence on the last date of signature of the contract agreement.
- 1.4 The payment rate is €9.00 excluding VAT per hour of rendered service.
- 1.5 The service provider shall be held responsible, as applicable, to settle any dues in the form of taxes and/or other contributions arising out of and related to this contract agreement and this in accordance with the prevalent legislation in Malta. The service provider is responsible to pay social security contributions, income tax, VAT and any other dues/taxes that may be applicable.
- 1.6 Payment by the Contracting Authority for the contracted service shall be made in arrears every end of month against both an invoice and a fiscal receipt issued and duly signed by the service provider.
- 1.7 Payment is subject to the endorsement of the Manager Corporate Services who certifies that the services were rendered.
- 1.8 The FES reserves the right to annul the Expression of Interest (EOI) procedure and reject all expressions without thereby incurring any liability to the affected applicants. In so doing the Contracting Authority shall not be liable to provide any reason whatsoever.

### **2. Termination of Services**

- 2.1 The Contracting Authority reserves the right to terminate this contract with a one week's notice prior to the termination of the contract period, without having to provide any justification.
- 2.2 If the Service Provider terminates his service other than as stipulated within this agreement, he is obliged to provide a week's notice. Failure to provide a week's notice the Service Provider, would be liable to pay as liquidation damages the equivalent of one week's payment.

### 3. Services required

3.1 The services required by the Administration Assistant shall include but not exclusively limited to the following:

- setting up rooms for meetings,
- stationery stock take,
- consumables stock take,
- ushering people for interviews,
- photocopies,
- shredding,
- driving duties if the need arises,
- assisting with the distribution of various material in childcare centres, Klabb 3-16 centres and Skolasajf centres,
- any other tasks as instructed by the Manager Corporate Services.

3.2 The Service Provider shall treat all information as confidential. Successful applicants will be required to sign a declaration of confidentiality as part of the service contract. Any potential conflict of interest, prior to or during the provision of service, must be declared by the Service Provider. Potential conflict of interests will be considered by the FES before a contract is offered to the successful applicants.

### 4. Eligibility requirements

At the time of application, applicants must:

- Be citizens of Malta,
- Possess a good command of the Maltese, both in reading and writing;
- Provide evidence of not less than 3 years' experience in administration;
- Valid Driving Licence (B);
- Be of good moral character (applicants must produce a certificate of conduct issued by the Police dated not earlier than six (6) months from date of application).

### 5. Selection Process

The Contracting Authority will be carrying out a technical evaluation of the applications received, based on the criteria mentioned below. The order of merit will be established by the Contracting Authority through an interview for which eligible applicants shall be required to attend. The maximum marks allocated for each established criterion is as follows:

|   | <b>Marks</b> |
|---|--------------|
| Basic knowledge of administration duties      | 25           |
| Previous experience in similar work practices | 25           |
| Level/Standard of Education                   | 10           |
| General knowledge of FES Services             | 10           |
| Clean Police Conduct                          | 15           |
| Personal Qualities                            | 15           |
| <b>TOTAL MARKS</b>                            | <b>100</b>   |

## **6. Application procedure**

Applications are to be sent via email on [procurement.fes@gov.mt](mailto:procurement.fes@gov.mt) quoting the Reference Number stipulated above and including the following documentation:

- a detailed CV,
- a certificate of conduct issued by the Police dated not earlier than six (6) months from date of application,
- copies of the original certificates,
- all other supporting documents and all eligibility requirements listed in clause 4.

**Late submissions shall not be accepted. Any other method of submission shall NOT be accepted. Deadline for submission Tuesday 30<sup>th</sup> November 2021.**

## **7. Notification of Award of Contract for Service**

- 7.1 The FES shall notify in writing the successful applicant that his/her application has been recommended by the Selection Committee.
- 7.2 All applicants shall be notified with the outcome of the evaluation process and shall be provided with the list showing the order of merit. In all instances, procedure shall be regulated pursuant to the Data Protection Act and any other relevant legislation.