



## QRENDI LOCAL COUNCIL

The Qrendi Local Council notifies that the post of Executive Secretary is vacant.

Eligible persons to fill the Post of Executive Secretary:

1. Executive Secretaries and Acting Executive Secretaries serving within Local Councils and Regional Councils,
2. Persons who are listed in the current list of qualified Prospective Executive Secretaries,
3. Public officers, Public Sector Employees, RSSL employees, Local Council employees and members of the general public who are:
  - (i) Proficient in the Maltese and English language;
  - (ii) in possession of at least an MQF Level 5 qualification (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Management or Public Policy, or a comparable professional qualification, plus two (2) years relevant work experience; or
  - (iii) if not possessing a relevant MQF Level 5 qualification, should have at least five (5) years proven work experience in a middle management capacity. Applicants should be confirmed in their present or previous grade;

may apply on the relevant application form which can be downloaded from the site of the Department of Local Government at

[http://localgovernment.gov.mt/en/DLG/Department%20for%20Local%20Government/Documents/Careers/Aplikazzjoni%20ghal%20SE%20\(E\).pdf](http://localgovernment.gov.mt/en/DLG/Department%20for%20Local%20Government/Documents/Careers/Aplikazzjoni%20ghal%20SE%20(E).pdf) and addressed to:

The Mayor

(Vacancy Executive Secretary)

Qrendi Local Council,

7, Triq il-Knisja, il-Qrendi QRD 1103

Applications may be sent by post or delivered at the above address in a sealed envelope by noon of Friday, 21st January 2022.

Late applications will not be considered.