

Job Opening

Position title:	Handy-person/Driver
Organization:	IMO International Maritime Law Institute
Country:	Malta
Posting period:	12 August 2022 – 26 August 2022
Job opening number:	VN-04-2022
Salary:	Euro 16,520 tax free per annum (negotiable) with an attractive benefits package

ORGANISATION SETTING AND REPORTING

The IMO International Maritime Law Institute (IMLI) was established in Malta in 1988 under an agreement concluded between the International Maritime Organization (IMO) and the Government of Malta. IMLI started its first programme in 1989. Its main purpose was, and remains, to train officers, principally from developing countries, in international maritime law. Over the last three decades, IMLI's work has contributed to the establishment of a cadre of experts in international maritime law who are able to prepare, review and advise on the implementation of maritime laws and regulations.

Under the overall authority and supervision of the Head of Administration, the Handy-person/Driver performs the duties assigned to him/her as per below. He/she performs this function with a high level of discretion and integrity, a great sense of responsibility, and an excellent knowledge of protocol as well as safety and security rules. The selected person must be courteous, tactful and must have the ability to work with people of different nationalities and cultures.

Within delegated authority, the incumbent will be responsible for the following duties:

As Handy-person:

- Performs preventative maintenance to keep buildings and equipment from needing repairs.
- Performs maintenance work such as repairs in the premises, filling gaps on walls, whitewashing wall, etc.
- Checks control panels and electrical wiring to identify issues.
- Installs appliances and equipment.
- Does garden/yard upkeep.
- Conducts maintenance tasks in the premises, student accommodation etc.
- Inspects and troubleshoot equipment and systems (e.g. ventilation).
- Checks functionality of safety systems (e.g. fire alarm).
- Collaborates with workers and other professionals during renovations.

- Reports to Head of Administration for any issues.

As a driver:

- Drives vehicles safely for the transport of authorized personnel and for the transport of general cargo goods.
- Makes deliveries and collection of mail, documents and other items and meets officials, between the office and other offices and institutions.
- Makes minor purchases and collects urgent purchases from local suppliers as requested. Collect goods from the customs with due regard to customs regulations and formalities. May make or collect payment for goods.
- Meets official personnel, visitors and students at the airport.
- Deals effectively and tactfully with officials, visitors and students.
- Takes care of the day-to-day maintenance of the assigned vehicles, check oil, water, battery, brakes, tires, and vehicle tools.
- Performs minor repairs and arranges for other repairs and ensures that vehicles are kept clean.
- Reports any damage or loss of vehicle tools.
- Logs fuel consumption, maintenance etc.
- Ensures that the steps required by rules and regulations are taken in case of accident.
- Applies good judgment in the context of assignments given.
- Performs other duties as required.

QUALIFICATIONS

A valid national driver's license is required.

WORK EXPERIENCE

A minimum of two (2) years of progressive responsible experience as a driver with a safe driving record and handy-person is required.

COMPETENCIES

Professionalism: Knowledge of driving rules and regulations. Knowledge of the area and the current condition of roads security and safety awareness; familiarity with frequently travelled routes and routines of the senior staff or the officers. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

LANGUAGES

Proficiency in English is required. Knowledge of Maltese would be an asset.

SPECIAL NOTICE

Appointment against this is open for an initial period of two years with the possibility of renewal with six months' probation period.

NO FEE

IMLI DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). IMLI DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

HOW TO APPLY

Applications must be accompanied by (i) a covering letter stating the reasons for applying and relevant experience to the post; (ii) a recent Police conduct certificate (iii) an up-to-date Curriculum Vitae; (iv) two references (referees must send a confidential letter to the Head of Administration at the address below); and (v) a recent photograph. Applications should be sent to the following e-mail address: careers@imli.org. Please state the Vacancy Number in the subject line.

Candidates may also send applications to: Head of Administration, IMO International Maritime Law Institute, University of Malta Campus, Msida MSD 2080, Malta

Please do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are short-listed for interview