

Job Opening

Position title:	Driver / Maintenance / Security
Organization:	IMO International Maritime Law Institute
Country:	Malta
Posting period:	2 April 2025 – 30 April 2025
Job opening number:	VN-02-2025
Salary:	Eur21,465 per annum tax free (in Malta)

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 is a tertiary education institution that 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 thirty-five years, 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 Driver / Maintenance / Security person 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 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, to 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.
- Meets official personnel, visitors, and students at the airport, and as required.
- 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) and ensures VRT testing is done when required.

- 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.

As maintenance:

- Performs regular checks to ensure the preventative maintenance and upkeep of the Institute's premises including administrative offices and students' apartments, all outdoor areas and roofs, vehicles and equipment to prevent repairs.
- Performs the necessary maintenance work such as repairs in the premises, whitewashing wall, and replacement of water heaters as and when necessary.
- Assists in garden/yards upkeep.
- Checks functionality of safety systems including all intruder alarms and fire alarms.
- Collaborates with workers during any renovations.

As security:

- Responds promptly to alarms, disturbances, and emergencies, ensuring the safety of employees and students both during and outside office hours
- Performs routine inspections of doors, windows, and equipment to prevent unauthorized access or damage.
- Assist in evacuations or other emergency actions when necessary.

QUALIFICATIONS

A valid national driver's license is required. A certificate in security awareness would be considered a plus.

WORK EXPERIENCE

A minimum of two (2) years of progressive responsible experience as a driver with a clean driving record is required.

COMPETENCIES

Professionalism: A broad technical knowledge of routine maintenance and repairs of buildings, vehicles and equipment; problem solving skills and eye for detail; excellent driving skills and 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; ability to remain calm and composed during emergencies or high-pressure situations arising at any time of the day; 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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies to prevent deterioration of buildings, vehicles and equipment 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; uses time efficiently.

LANGUAGES

A very good command of 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; and (iv) two references (referees must send a confidential letter to the Head of Administration at the address below). 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, Triq Roberto Ranieri Costaguti, 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