

Vacancy in the International Protection Agency

Ref: IPA/2026/4

Jobsplus permit No.: 576/2026

Position:	Senior Administrative Officer (within the Corporate Services)
Reports to:	The Head of Corporate Services Department and operates within the overall direction of the Chief Executive Officer, within approved delegated authority.
Responsible for:	The coordination and management of specialised administrative functions within an assigned area (HR or Procurement or Finance) contributing to regulatory compliance, organisational efficiency, and the sound management of public and EU funded resources.

The International Protection Agency was set up in August 2020, replacing the Office of the Refugee Commissioner. In terms of the International Protection Act, Chapter 420 of the Laws of Malta, it is the government entity responsible for receiving and examining applications for international protection.

1. Job Profile

The Senior Administration Officer is an assistant managerial role within Corporate Services, holding delegated administrative and operational authority in accordance with IPA's internal governance framework.

Final accountability, statutory obligations, and executive authority remain with the designated senior officers, in line with applicable legislation and internal regulations.

2. Duties and responsibilities

The Senior Administrative Officer will be responsible for the following tasks, as applicable:

Core Responsibilities (Applicable to All Senior Administrative Officers)

1. Coordinate and oversee administrative functions within the assigned functional area.
2. Ensure compliance with applicable laws, public service regulations, EU requirements, and IPA internal policies.
3. Implement decisions taken by senior management within the scope of delegated authority.
4. Provide structured technical advice, analysis, and input to senior management.
5. Liaise with internal departments and external stakeholders to ensure effective service delivery.

6. Identify operational, financial, or compliance risks and contribute to mitigation measures.
7. Support the development, review, and improvement of internal procedures and control systems.
8. Supervise and guide administrative staff assigned to the functional area, where applicable.

Please note: Each Senior Administration Officer is assigned responsibility for a single functional area only. Individuals may not hold duties across multiple areas simultaneously. The following annexes outline the distinct requirements and expectations for each area, ensuring clear lines of accountability and specialisation within the organisation.

Functional Annex A

Senior Administration Officer – Finance

Functional Purpose

To support IPA's financial management and control framework, ensuring compliance with public finance regulations, internal controls, and eligible financial management of EU -funded activities.

Functional Responsibilities

- Support the preparation, execution, and monitoring of IPA's annual budget and financial plans.
- Coordinate financial administration processes, including commitments, expenditure tracking, and payment procedures.
- Assist in the preparation of financial statements, management reports, and audit documentation.
- Ensure compliance with public finance regulations, internal procedures, and control mechanisms.
- Support financial management, reporting, and audit readiness for EU-funded projects, including AMIF.
- Liaise with auditors, Managing Authorities, and other public institutions on financial matters.
- Contribute to the strengthening of internal financial controls and financial risk management.

Delegated Authority – Finance

Within approved delegation limits, the post-holder may:

- Validate financial documentation and supporting evidence prior to onward authorisation;
- Approve routine financial transactions within prescribed thresholds;
- Sign internal financial reports and reconciliations for management review.

All statutory approvals and ultimate financial responsibility remain with the designated senior officers.

Functional Annex B

Senior Administration Officer – Procurement & EU Funds

Functional Purpose

To coordinate IPA's procurement activities, with particular emphasis on EU-funded procurement, ensuring compliance with public procurement legislation, EU funding rules, and value-for-money principles, while supporting project leadership for AMIF-funded actions.

Functional Responsibilities

- Coordinate procurement processes in line with national public procurement legislation and IPA internal procedures.
- Manage procurement linked to EU-funded projects, ensuring eligibility, transparency, and audit compliance.
- Provide technical input on procurement planning, tender documentation, evaluation processes, and contract management.
- Monitor contract implementation and compliance throughout the procurement and execution lifecycle.
- Act as, or support, Project Leader for AMIF-funded projects, coordinating administrative, operational, and reporting aspects.
- Liaise with Managing Authorities, audit bodies, and internal stakeholders on procurement and project matters.
- Support the development of procurement templates, guidance, and internal controls.

Delegated Authority – Procurement & EU co-funded projects

Within the limits of delegated authority and applicable law, the post- holder may:

- Coordinate and administer procurement procedures up to approved thresholds;
- Sign procurement- related administrative documentation (excluding statutory approvals);
- Serve on, or chair, evaluation committees when formally designated;
- Act as Project Leader for AMIF-funded projects for administrative coordination and reporting purposes.

All contract awards, binding commitments, and statutory decisions remain subject to senior - level authorisation.

Functional Annex C

Senior Administration Officer – Human Resources

Functional Purpose

To support strategic and operational human resources management, ensuring regulatory compliance, effective workforce administration, and consistent application of HR policies within IPA.

Functional Responsibilities

- Support recruitment, selection, appointment, and induction processes.
- Assist with workforce planning, post management, and organisational structuring.
- Oversee HR administrative processes, including performance management, acting appointments, and staff records.
- Ensure compliance with public service regulations, employment legislation, and IPA HR policies.
- Support disciplinary, grievance, and attendance- related procedures.
- Coordinate training and staff development initiatives.
- Provide procedural guidance to managers and staff on HR matters.

Delegated Authority – Human Resources

Within approved delegation limits, the post- holder may:

- Approve routine HR administrative actions in accordance with policies;
- Validate HR documentation for submission to senior management or external entities;
- Implement approved HR decisions and monitor procedural compliance.

Final HR authority remains with the designated senior officers.

3. Requirements

3.1 Eligibility

- i. Hold a recognised Master's degree or an equivalent qualification at MQF Level 7 (minimum 90 ECTS/ECVET credits or equivalent) in either Business, or Finance, or Accounting, or Psychology, or Management, or a related field, plus at least one year of relevant administrative or managerial experience in a structured organisational setting, public or private sector.

OR

- ii. Hold a recognised Bachelor's degree or an equivalent qualification at MQF Level 6 (with a minimum of 180 ECTS/ECVET credits, or equivalent) in either Business, or Finance, or Accounting, or Psychology, or Management, and possess at least three (3) years of relevant administrative or managerial experience in a public-sector, regulatory, or structured organisational environment, including private sector;

OR

- iii. Hold a recognised Diploma or an equivalent qualification at at MQF Level in either Business, or Finance, or Accounting, or Psychology, or Management, and possess at least four (4) years of relevant administrative or managerial experience in a public-sector entity,

OR

- iv. Be public officers, public sector employees, or employees eligible for appointment or assignment in accordance with applicable Public Service and IPA Collective Agreement regulations. Additionally, applicants must possess at least three (3) years of relevant administrative or managerial experience in a public service, public-sector, or regulatory environment.

3.2 Advantageous

- 1. Demonstrates ability to work under pressure and with strict timeframes.
- 2. Demonstrates ability to work within a high-standard and professional work environment.
- 3. Demonstrates willingness to work in a multicultural and diverse environment.

4. Recruitment process

4.1 Identifying eligible applicants

After the deadline for submission of applications, the Selection Board will verify the submitted applications against the eligibility requirements described in the previous section. Applications satisfying these conditions will then be assessed against the advantageous requirements listed in the previous section. Following this initial assessment, the Selection Board will assess the overall quality of the application and the applicant's suitability for the post when compared to the established job profile.

The selection procedure may be organised online. In such case, further examination will be provided by IPA to candidates invited for an interview regarding the practical modalities for the assessment.

4.2 Evaluation during interviewing process

- Knowledge and understanding of corporate services functions.
- Ability to assist in the coordination and implementation of administrative and corporate services processes, policies and procedures;
- Ability to organise, prioritise and manage assigned duties effectively while meeting established deadlines;
- Ability to supervise and coordinate the work of employees, where required, and contribute positively to effective teamwork;
- Knowledge and understanding of applicable policies, procedures, governance requirements and internal controls;
- Good analytical, problem-solving and decision-making skills, with the ability to exercise initiative within delegated authority;
- Ability to assist in the preparation of reports, correspondence, documentation and management information;
- Ability to liaise and communicate effectively with management, employees, public entities, service providers and other internal and external stakeholders;
- Ability to identify opportunities for improving administrative processes and contribute to the efficient and effective delivery of corporate services;
- Good interpersonal and communication skills, together with a professional and service-oriented approach; and
- Proficiency in the use of information technology and digital tools relevant to the functions of the post.

Please note that only candidates who are successful in all aspects of the interviewing process will be included on the placement list.

5. Verification of supporting documents

Only candidates who receive an invitation letter will be required to present originals or certified copies of the documents listed below to confirm the accuracy and eligibility of the application against their supporting documents:

- A document proving their identity and citizenship.
- Academic qualifications mentioned in the application.
- Professional experience mentioned in the application.

Without prejudice to the above, a scanned copy of all supporting documentation confirming eligibility as listed above is to be submitted together with the completed IPA application form referred to in section 8.

6. Establishing the placement list

A placement list will be established based on the outcome of the assessment phase and will remain valid for a period of one year from the date of its establishment.

Candidates are to note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

7. Conditions of employment

The Senior Administrative Officer shall be appointed by the Chief Executive Officer, upon recommendation of the Selection Board, following the selection procedure. He/she will be recruited in line with Directive 7 as applicable to the International Protection Agency.

The appointment is subject to a probationary period of twelve (12) months.

The salary for the post of Senior Administrative Officer is in Grade C, which in the year 2026 is equivalent to €31,131 per annum, rising by annual increments of €500 up to a maximum of €34,131, plus a non-pensionable allowance of €1,900 per annum.

8. Application procedure

Interested candidates are required to **fill in the IPA application form** and send it in **pdf format** to recruitment@ipa.gov.mt by **14th September 2026 at 17:00 (CET)**. IPA will disregard any application received after this date and time. Applicants are strongly advised not to wait until the date of the deadline to submit their applications. IPA shall not be held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise.

If a candidate is found to have provided false information at any stage in the selection procedure, IPA is within its capacity to disqualify the candidate in question.
