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Date: 16 May 2025

**HR/NBC 01/2025**

**Jobsplus Permit number 477/2025**

**POSITION OF DIRECTOR (EXECUTIVE) WITH THE NATIONAL BOOK COUNCIL  
– JOBSPLUS PERMIT NUMBER 2025**

*Nomenclatures denoting the male gender include also the female gender.*

1. The National Book Council invites applications for the position of Director (Executive) in the office of the National Book Council.

**Duration of assignment and conditions**

2.1 A selected candidate will enter into a three (3) year assignment as a Director (Executive) in the National Book Council, which may be renewed for further periods.

2.2 The position of Director (Executive) is subject to a probationary period of twelve (12) months.

2.3 The position of Director (Executive) is on a full-time definite basis and the selected candidate is required to work a maximum of a five (5) day working week with an average of forty (40) hours per week distributed over a calendar year that will cover the opening hours during general service hours.

**Terms and Conditions**

3.1. The salary for the post of Executive Director is Salary Scale 4, which in the year 2025 is €41,530 per annum, excluding a performance bonus, expense, car and communication allowances which form part of the package attached to the post.

3.2. Appointees shall also be entitled to an annual performance bonus of up to 15% of the basic salary subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

3.3 Position is on a definite contract basis of three (3) years.

3.4 The result will be valid for a period of two (2) years from the date of publication.

## **Duties**

4. The duties of Director (Executive) include:

- (i) Supporting the Executive Chairperson in the overall management of the Office of the National Book Council;
- (ii) Provide analysis, advice, recommendations and support with regard to the overall management of the National Book Council;
- (iii) Contributing to the implementation of the National Book Council's strategy, initiatives and programmes for the years 2025-2030;
- (iv) Supporting the National Book Council's operation by performing at a high-level as assigned within any one of its functions for the effective and efficient delivery of its business, to implement and execute initiatives (including export), programmes, measures and schemes funded under any Programmes and Initiatives line items and/or Contributions to Government Entities and/or any other tasks as assigned by the Executive Chairperson;
- (v) Representing the National Book Council and/or Malta as and where necessary, whether at local, national, international or at EU level;
- (vi) Keeping the Head of the National Book Council informed of developments in the assigned areas, whether at EU or on a domestic level, including political, economic, social, literary developments, as well as organisational developments that may impact or be relevant to the business of the National Book Council or its functioning;
- (vii) Manage at a senior level, demonstrating leadership and a hands-on approach in the co-ordination and performance of activities of the personnel under his/her charge in order to meet the National Book Council's objectives as set by top management, leading officials in all grades in any task by example where necessary, as well as participating fully as a member of the National Book Council's senior management team including by liaising effectively with other entities, agencies and/or stakeholders on the behalf of the Council as required;
- (viii) Contributing to the National Book Council's attainment of high-level accountability and transparency by following at all times all Public Procurement Regulations, providing a timely and effective response to queries by Audit Missions from the European Commission, the Internal Audit and Compliance Unit within the Ministry, the National Audit Office or the Ombudsman;
- (ix) Expanding revenues and setting and focusing of vital opportunities for the National Book Council.
- (x) Undertake such communication, information or training actions as are needed to ensure effective transfer of knowledge and skills to staff and/or stakeholders, including

through the design and implementation of information, promotional or awareness campaigns as directed by the Executive Chairperson of the Council;

(xi) Continuously studying and observing local and international publishing and literary trends;

(xii) Any other duties as directed by the Chairperson of the National Book Council or his/her representative/s;

(xiii) Any other duties according to the exigencies of the Public Sector as directed by the Principal Permanent Secretary.

### **Eligibility requirements**

5.1 By the closing time and date of this call for applications, applicants must be:

(i) (a) citizens of Malta; or

(b) citizens of other Member states of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers;

(c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers;

(ii) Able to communicate effectively and speak fluently in both Maltese and English.

(iii) In possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) in Arts or Literature or Publishing or Public Policy or a comparable professional qualification, plus three (3) years relevant work experience of which one (1) year must be in a management position comparable to scale 6 level or higher in the Public Service and/or Public Sector;

5.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

5.3 The current arrangement, whereby Public Sector employees performing duties in the Public Service remain on the books of respective entity, shall continue to apply in the

case of Public Sector employees who are selected for the post, subject to the consent of entity.

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

### **Submission of supporting documentation**

6.1 Qualifications and experience claimed must be supported by certificates and/or transcripts and/or testimonials, copies of which are to be scanned, attached to the application and sent through [nationalbookcouncil@gov.mt](mailto:nationalbookcouncil@gov.mt) .

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

### **Selection procedure**

7. Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is one hundred percent (100%) and the pass mark is fifty percent (50%).

### **Submission of applications**

8.1 Applications are to be submitted, for the attention of the Executive Chairperson, National Book Council, **only** at the following address: [nationalbookcouncil@gov.mt](mailto:nationalbookcouncil@gov.mt) .

8.2 Applications are to include:

- (i) Updated Europass CV including ID number and a list of qualifications held by the applicant; and
- (ii) an updated Service and Leave Record Form (GP 47) or Jobsplus employment history; and
- (iii) Police Certificate of Conduct; and
- (iv) A covering letter.

8.3 In the case of Public Sector employees performing duties in the Public Service, these are to present their paid and unpaid Leave and Sick Leave Records for the last four years, including any Records of any disciplinary actions that may have been taken in their regards. In the case of Public Sector employees performing duties in the Public Service, they are also to produce written confirmation from the DCS of the Ministry where they are performing duties, that they are officially performing duties in such Ministry.

8.4 The closing date of the receipt of applications is **12:00 hrs (Central European Time) of Wednesday, 28 May 2025**. An e-mail will be sent as an acknowledgment of the application.

8.5 Applicants are granted up to two (2) working days from date of notification to submit any incorrect or incomplete or missing documents. Any incorrect or incomplete or missing documents submitted after closing date will not be considered.

8.6 Applications which are received after closing date and time (i.e. late applications) will be considered as ineligible and invalid.