



## KAMRA TAL-PERITI

*To support members of the profession in achieving excellence in their practice of architecture and engineering in the interest of the community*

### **Situation Vacant: SECRETARY GENERAL**

The Kamra tal-Periti is the only recognised professional body representing the profession of architecture and civil engineering in Malta. Its mission is to support members of the profession in achieving excellence in their practice of architecture and engineering in the interest of the community. The Kamra is an active member of the Architects Council of Europe (ACE) and the Union of Mediterranean Architects (UMAR). It is affiliated with the International Union of Architects (UIA), the European Forum for Architectural Policies (EFAP) and the Commonwealth Architects Association (CAA).

The Kamra tal-Periti is currently seeking to employ the services of a Secretary General.

The work will involve:

- Day to day running of the office
- Organisation of events
- Attend meetings and keep minutes
- Basic bookkeeping
- Liaise with the Council and members
- Dialogue with sponsors, partners and consultants of the Kamra

The ideal candidate shall:

- Be fluent in English and Maltese
- Be highly organised and be in possession of an ECDL
- Have excellent communications skills
- Be willing to work flexible hours
- Be able to work on own initiative

Knowledge of the functioning of the Kamra tal-Periti or similar organisations will be considered an asset, as would previous experience in similar positions. Applications, including a detailed CV, are to be sent to The Honorary Secretary, Kamra tal-Periti, The Professional Centre, Sliema Road, Gzira GZR 1633 by the 15 November 2008. All applications will be treated in the strictest confidence.