

## Human Resources Management & Development Office

University of Malta Msida MSD 2080, Malta

Tel: +356 2340 2810 hrmd@um.edu.mt

www.um.edu.mt

## **Call for Applications**

Post/s of Part-Time Research Support Officer II
Edward de Bono Institute for Creative Thinking and Innovation

- 1. The Edward de Bono Institute for Creative Thinking and Innovation requires the services of a Research Support Officer II.
- 2. The ideal candidates should have a Master's degree in Creativity and Innovation.
- 3. This post will be for a period until 31.12.24 and will be expected to work a total maximum of 79 hours. The Research Support Officer II will be remunerated at the rate of €13.86 per hour.
- 4. The selected candidate must be living in Malta for the period of employment.
- 5. Candidates must submit their letter of application, a copy of their *curriculum vitae* and a copy of their certificates to margaret.mangion@um.edu.mt by not later than **Monday, 4th November 2024.**

Late applications will not be considered.

Office of the University Msida, 28<sup>th</sup> October 2024

## Call for Applications Post/s of Part-Time Research Support Officer II Edward de Bono Institute for Creative Thinking and Innovation

## **Further Information**

- 1. The following is a list of tasks that the appointee may be required to perform:
  - i) The compilation of a literature review
  - ii) Inputting of collected data in MS Excel and Nvivo
  - iii) Support in data analysis using quantitative methods
- 2. The appointees are expected to work:
  - a. On a part-time basis; and
  - b. At such places and during such hours as may be determined by the University authorities.
- 3. The selection procedure will involve:
  - a. Scrutiny of qualifications and experience claimed and supported by testimonials and/or certificates (copies to be included with the application);
  - b. Short-listing; and
  - c. An interview and / or extended interview.
- 4. The appointment will be subject to a probationary period, and to the provisions of the Statutes, Regulations and Bye-Laws of the University which are now or which may hereafter be in force.

Office of the University Msida, 28th October 2024