

27 February 2019

VACANCY FOR ADMINISTRATION AND SECRETARIAL ASSISTANT (GRADE 9)

Applications are invited from Civil Servants, Civil Service Ring-fenced Ex-GDC Officers, Gibraltar Development Corporation Officers, Government Agency, Authority and Government Owned Companies' officers, and Supply Civil Service Workers for appointment to the post of Administration and Secretarial Assistant in the Gibraltar Sports and Leisure Authority.

The post will be permanent and pensionable, under the Provident or Superannuation Pension fund, after having successfully completed a six month probationary period. The post carries a salary scale ranging from £21,534 to £29,359 for a 5 day 37 hr week.

Three GCSE's (or GCE 'O' level) passes at A, B or C grade, or CSE grade 1, two of which must be in English Language and Mathematics or an equivalent or higher qualification. Knowledge of written and spoken Spanish desirable. Good communication skills essential.

Candidates who meet the requirements as per attached Job Description and specification will be invited to sit a written aptitude assessment. Successful applicants will attend an interview.

An interest in sports & leisure is required as well as knowledge of First Aid and Health and Safety Regulations. A very good command of written and spoken English is essential. Spoken and written Spanish is desirable.

Application forms and further particulars, may be obtained from the Chief Executive Officer, Gibraltar Sports and Leisure Authority, Bayside Sports Complex, Bayside Road, Gibraltar (telephone 20078409), or downloaded from our website www.gsla.gi and should be handed in together with all relevant original certificates at the above address not later than **NOON on FRIDAY 15TH MARCH 2019.**