



IFSP

The Institute of Financial Services Practitioners

Vacancy - 'Secretary General'

A vacancy for the post of '**Secretary General**' has arisen with the Institute of Financial Services Practitioners (IFSP) in Valletta.

The Secretary General is responsible for representing the interests of the Institute. Duties include undertaking technical research and development of areas of focus as may be required by the Institute, the issuance and compilation of informative financial services related materials and supervising the administrative team running the day-to-day affairs of the Institute.

In the performance of these duties, you will be directly answerable to the President and the Honorary Secretary as well as generally to all the members of the Council of the Institute.

To be successful in the position you will:

- Possess a degree in law or in financial services.
- Be proficient in the use of Microsoft Office – Word, Excel, Outlook and Power Point.
- Have the ability to multi-task and possess very good communication skills.
- Be smart, positive, friendly, confident, self-motivated and persistent.
- Be flexible and adaptable.

Should you be interested in applying for this post, please send your application together with your CV to the Honorary Secretary, IFSP, P.O. Box 37, Valletta, clearly marked "Re: Vacancy", by not later than **9th March 2009**. Further details about the Institute may be accessed on www.ifsp.org.mt.