

# Government of Gibraltar



6 CONVENT PLACE

## OFFICIAL NOTICE

### VACANCY FOR ADMINISTRATION SUPPORT

Applications are invited for the post of Administration Support (Grade 11) in the Gibraltar Sports and Leisure Authority, from persons who by virtue of their citizenship are entitled to take up employment and who are, or on employment will be residing in Gibraltar.

Confirmation in the post is subject to the successful completion of a six month probationary period and is pensionable under Provident Pension Fund (No. 2) Pension Scheme. The post carries a salary scale of £16894; £18161; £19428.

A minimum of two GCSE's in English and Spanish (Grades A-C) is required. Relevant qualifications and experience in IT and numeracy based work is essential.

Application forms and further particulars, may be obtained from the Chief Executive Officer, Gibraltar Sports and Leisure Authority, Bayside Sports Centre, Bayside Road, Gibraltar (telephone 20078409), and should be handed in together with all relevant original certificates at the above address not later than **noon** on Thursday 15<sup>th</sup> December 2011.