



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s)	Callus Randich Audrey Anne
Address(es)	41/2 St Laurent Cerviola Street Marsascala MSK3421 Malta
Mobile	+356 9980 2792
E-mail(s)	audrey-anne.callus-randich@gov.mt
Nationality	Maltese
Date of birth	24 September 1969
Gender	Female
ID No	448569M

Work experience

Dates	01 December 2016 to date
Occupation or position held	Officer in Scale 4 with the Public Service
Main activities and responsibilities	Coordination of Government's work in relation to the implementation of eInvoicing in Central Government and Sub- Central Authorities; Chairing of the eInvoicing Committee and leading the newly setup National Forum for eInvoicing. Member of the OpenPeppol Managing Committee. Other duties included managing the conference incentive fund; coordination work in relation to grant schemes issued by the Ministry for Finance; Board member on the Business Enhance ERDF Grant Schemes evaluation committee; Key board member on the Sanctions Monitoring Board.
Name and address of employer	Ministry for Finance and Employment 30 Maison Demandols South Street Valletta
Dates	23 December 2013 to 30 November 2016
Occupation or position held	Director, Financial Policy Development and Analysis
Main activities and responsibilities	Coordination of Government's financial reporting; monitoring of the developments on financial markets; coordinating with EU Institutions; Overseeing Government's fleet management; Coordinating Government travel policies and procedures; Managing the conference incentive fund and coordination work in relation to the National Lotteries Good Causes Fund. Board member on the Sanctions Monitoring Board and a board member on the Transfer of Residence Exemption Board.
Name and address of employer	Ministry for Finance 30 Maison Demandols South Street Valletta

Dates	28 May 2007 to 22 December 2013
Occupation or position held	Director, Programme Implementation
Main activities and responsibilities	Monitoring and coordination of EU Funded projects falling under the Ministry's remit; customer care; gender equality issues; green initiatives; coordination of the nomination on boards and committees and managing the conference incentive fund. Director on several Government boards and a key member of the Sanctions Monitoring Board. Extensively involved in the monitoring of financial and economic sanctions during the Libya conflict.
Name and address of employer	For a period of time also performed the function of Acting Chief Information Officer at the Ministry for Finance. Ministry for Finance 30 Maison Demandols South Street Valletta
Dates	24 March 2004 – 27 May 2007
Occupation or position held	Research Analyst
Main activities and responsibilities	Appointed Research Analyst within the EU Secretariat. Duties included administration duties and the monitoring of the transposition of European Union Directives.
Name and address of employer	EU Secretariat Office of the Prime Minister Auberge de Castille Valletta
Dates	17 January 2003 - 22 March 2004
Occupation or position held	Office Co-ordinator
Main activities and responsibilities	Day to-day administration tasks of the Prime Minister's Secretariat; Drafting yearly Business Plans for both Prime Minister's Secretariat and EU Secretariat; Overseeing and co-ordinating maintenance works at the Prime Minister's Secretariat and other locations used by the Hon Prime Minister; IT support and coordinating and overseeing the staff in the Secretariat Pool.
Name and address of employer	Prime Minister's Private Secretariat Auberge de Castille Valletta
Dates	22 September 1998 - 16 January 2003
Occupation or position held	Secretariat Officer - Administration Support
Main activities and responsibilities	Daily administration of both the Private Secretariat and the ex-EU Negotiations Secretariat, together with the coordination of the maintenance works at the Auberge de Castille and other locations used by the Hon Prime Minister. Assisted in the organisation of hospitality functions hosted by the Hon Prime Minister and in charge of drafting the yearly and three-year business plan for the Prime Minister's Private Secretariat and the EU Negotiations Secretariat.
Name and address of employer	Prime Minister's Private Secretariat Auberge de Castille Valletta
Dates	10 September 1990 - 30 September 1994
Occupation or position held	Clerk
Main activities and responsibilities	Secretarial work and IT support
Name and address of employer	Prime Minister's Private Secretariat Auberge de Castille Valletta

Dates 1989 - 1990
 Occupation or position held Insurance Clerk
 Main activities and responsibilities Secretarial Duties
 Name and address of employer Elmo Insurance Services Ltd
 Ta' Xbiex

Dates 1988 - 1989
 Occupation or position held Clerk/Receptionist/Information Officer
 Main activities and responsibilities Secretarial Duties
 Name and address of employer National Tourism Organisation
 Valletta

Dates 1987 - 1988
 Occupation or position held Laboratory Technician
 Main activities and responsibilities Chemical Analysis
 Name and address of employer Rodenstock (Malta) Ltd
 Bulebel Industrial Estate
 Zejtun

Education and training

Dates 01 October 2003 - 30 August 2006
 Title of qualification awarded MBA (Executive)
 Principal subjects / occupational skills covered Financial Management
 Human Resources Management and Development
 Organisational Behaviour
 Operations and Services Management
 Marketing
 Business practices in the European Union
 Public Service Management

Dissertation Malta's Public Service Management Practices with particular emphasis on Performance Management, Motivation and Job Placement Systems in the Public Service
 Name and type of organisation providing education and training University of Malta

Dates 01 October 1994 - 30 June 1998
 Title of qualification awarded BA (Hons) Communications
 Principal subjects / occupational skills covered Journalism
 Administration
 Marketing and Advertising
 Video and Radio Production
 Dissertation Cottonera as Portrayed in the Print Media - 1987 - 1997
 Name and type of organisation providing education and training University of Malta

Personal skills and competences

Mother tongue(s) **Maltese**

Other language(s)

Self-assessment

European level (*)

English

Italian

French

German

Arabic

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B1	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) Common European Framework of Reference (CEF) level

Social skills and competences

Good communications skills gained through my work experience.

Organisational skills and competences

Leadership;
Good experience in team management. Experience acquired through my work experience;
Sense of organisation (extensive experience in office logistics and operations).

Technical skills and competences

Very good experience in project management, acquired through experience on the implementation of EU Funded projects. Awarded the PRINCE2 Foundation Certificate;

Attended an intensive course on Islamic finance delivered by the CEO of Dar Al-Sharia. This institution that is based in Dubai, is a pioneer in the implementation of Islamic finance regulation and Islamic banking.

Training competences developed over time and also through a Train the Trainer diploma course (MQF Level 5). Currently deliver several training courses at IPS and also been selected to train at JobsPlus and lecture at MCAST.

Knowledge of Prevention of Money Laundering and Funding of Terrorism practices developed over time through my work with the Sanctions Monitoring Board backed by a diploma in the subject.

Computer skills and competences

Sound knowledge in various IT processes, acquired through work experience.

Driving licence

Valid Driving Licence
Category B

Additional information

During my years at University, from 1996 to 1998, I was a Student Representative on the Faculty of Arts' Board. This Board was made up of all the Heads of Departments in the above-mentioned Faculty, two Government Appointees and two Student Representatives. The meetings, that were held once every two months, were meant to take important decisions regarding the running of the said Faculty. On this Board I was a voting member.

Active for around 8 years in football administration with one of the local football clubs. Involved in the discussions of the MFA Player Status Reform in Malta and awarded the Certificate in Football Administration, following a course that was held by the Malta Football Association for the first time. Eventually also attained a Certificate in Sports Management and Administration (MQF Level 5) with the University of Malta.

EUROPEAN LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.