



HIGH COMMISSION OF THE REPUBLIC OF MALTA

Vacancy for the Position of Administrative Officer (Consular)

The Malta High Commission in London invites applications from prospective applicants to fill the position of Administrative Officer (Consular), on a full-time basis, for a period of one year with the possibility of renewal.

The position of an Administrative Officer (Consular) carries a starting salary of £20,352 that will rise with yearly increments of £1,146 up to a maximum of £26,080 annually. In addition, the position attracts a London Location Allowance of £4,520 per annum. The position of Administrative Officer is the entry grade to the administrative staff and is one grade lower than that of an Executive Officer.

The position is at the Malta High Commission at 36-38 Piccadilly, London. The hours of duty are from 9:00 until 17:00 Mondays to Fridays with a 50-minute break. Prospective candidates will be required to sit for an interview held at the Malta High Commission. Applicants will be informed accordingly when the interview will be held. Further information will be provided during the interview.

The Administrative Officer will:

- be expected to be flexible in the work he/she performs;
- be conversant with general office procedures, including the filing system, so as to permit the holder of the post to perform registry work;
- have customer service/care experience;
- ideally have experience and knowledge of finance/accounting;
- have knowledge of registration and circulation of incoming and outgoing correspondence including emails and letters;
- draft and send invitation cards, general correspondence and mail bags;
- be expected to keep a record of pending items for immediate follow-up;
- be ready to perform other tasks that are carried out by officers in the analogous grade including work related to the issuance of visas and passports, and any other work that the High Commissioner and/or his/her immediate subordinate may require.

The prospective candidate should:

- be preferably at graduate level of education;
- have a high proficiency of written and spoken English, with good communication skills in Maltese being considered an asset;
- have excellent computer and internet literacy especially with good knowledge of Word and Excel;
- have relevant work experience in a similar work environment with proven ability to handle and manage office work;
- be reliable and have respect for confidentiality;
- have effective organizational skills in addition to willingness to work beyond normal office hours when the need arises.

Applications may be submitted by email to the Malta High Commission at the following email address: maltahighcommission.london@gov.mt together with a detailed curriculum vitae **using the Europass format**.

Original certificates and testimonials are to be presented during the interview.

Eligible applicants will be interviewed by a Selection Board.

The call for applications **closes at noon on Friday 9 September 2022**.

Late applications will not be considered.