



Job opportunity at the Embassy of Malta in Germany – Logistics & Admin Support Officer

The Embassy of Malta in the Federal Republic of Germany invites applications for the post of **Logistics and Administrative Support Officer** at the Embassy of Malta on a full-time basis (40 hours per week).

The Employee will be chiefly responsible for bookkeeping and logistics, whilst forming part of the administrative support team that directly assists the Head of Mission and other diplomats stationed at the Embassy in the fulfilment of their duties and responsibilities.

The main duties of the Logistics and Administrative Support Officer consist mainly of: bookkeeping; processing VAT applications; monitoring of available funds and providing financial insight; implementing the annual budget under the guidance and direction of the Head of Mission or other officer designated by the Head of Mission for such purposes; keeping abreast of relevant accounting regulations; processing VIP bookings at German Airports; assisting in organising protocol/VIP treatment and other logistic arrangements; requesting diplomatic clearances from the German authorities; and any other relevant tasks as may be laid down from time to time by the Head of Mission.

The prospective candidate should:

- have relevant work experience in a similar work environment with proven ability;
- education: minimum upper secondary level; preference may be given to candidates with a tertiary level of education;
- be conversant in use of Microsoft applications and familiar with bookkeeping software;
- have excellent numerical and budget management abilities;
- be punctual, multi-functional and flexible and have effective management of working time;
- be able to work with little supervision and maintain a high level of performance;
- have respect for confidentiality – it is expected that suitable discretion should be observed about all matters connected with official business;
- be fluent in both German and English;
- be flexible in adjusting to work flow and competing priorities;
- be able to work effectively under tight deadlines.

Prospective candidates who, in the view of the Selection Board, best fulfil the above-mentioned criteria, will be shortlisted for an interview. The interview will be held at the Embassy of Malta at a date and time to be determined by the Embassy. The interview will be carried out in English.

Further information will be provided ahead of and during the interview.

The successful candidate will be expected to agree to a Non-Disclosure and Confidentiality obligation – as set in the contract upon start of his/her recruitment.



EMBASSY OF MALTA
GERMANY

A letter of application in English setting out, among others, the candidate's motivation for applying, is to be submitted by email to the Embassy of Malta through the following email address: maltaembassy.berlin@gov.mt together with a detailed curriculum vitae and references. Applicants as well as their referees may be contacted by the Embassy for verification of information provided. Original certificates and testimonials are to be presented during the interview. The employment will be subject to an initial trial period of 6 months.

The call for applications, originally set to close at noon on Friday, 26 August 2022, has been extended and will close at noon Wednesday 21 September. Applicants must be in possession of a valid German work permit.

Late applications **will not** be considered.