



**POSITION OF A LOCAL ENGAGED PERSONNEL  
IN A POSITION OF RESEARCH OFFICER (MARITIME AFFAIRS)**

Nomenclatures denoting the male gender include also the female gender.

1. The Embassy of Malta in Greece, on behalf of Malta Ship Registry office in Athens and Transport Malta invites applicants for the position of Research Officer (Maritime Affairs).

**DURATION OF ASSIGNMENT AND CONDITIONS**

2.1 A selected candidate will enter into an indefinite assignment as Research Officer (Maritime Affairs) at the Malta Ship Registry office in Athens (Greece)

2.2 The position of Research Officer is subject to a probationary period of six (6) months.

2.3 The selected candidate, by accepting the appointment in this position signifies that any pending applications for other job opportunities are automatically considered renounced.

2.4 Unsatisfactory performance as Research Officer (Maritime Affairs) during any time of this assignment period will lead to termination of the Agreement.

2.5 The selected candidate will be bound by the terms and conditions stipulated in the Agreement of Research Officer (Maritime Affairs).

2.6 a. The engagement as Research Officer (Maritime Officer) is on a full-time basis and the selected candidate will be stationed in the Malta Ship Registry office in Athens (Greece).

b. The selected candidate must be able to move to Athens within two weeks of being informed that she/he has been successful in the application process.

2.7 The selected candidate for the position of Research Officer (Maritime Affairs) must make their own arrangements with their employing entity with regards to their release to serve as Research Officer (Maritime Affairs) before signing their Agreement as Research Officer (Maritime Affairs).

**SALARY PEGGED TO THE POSITION**

3.1 The gross Salary attached to the position of a Research Officer (Maritime Affairs) will be €40,000 per annum - 14 salaries.

3.2 For the duration of the Agreement, the Research Officer (Maritime Affairs) shall abide by the employment contract signed between the employer (the Embassy, on behalf of Malta Ship Registry office in Athens and Transport Malta) and the employee which may be updated from time to time depends on the exigencies.

#### DUTIES

4. The job duties for the position of Research Officer (Maritime Affairs) includes the following;

- Ensuring the provision of accurate and timely information on Maritime Affairs;
- Assisting in preparing reports and do research for the consideration of the Malta Ship Registry Office/Transport Malta, in Greece.
- Assist the Greek Shipping Community with communications with the Malta Administration
- Coordinating official events including bilateral meetings with the industry
- Assisting the Malta Ship Registry Office/Transport Malta to promote and strengthen the customer relationship with the Greek Shipping Community
- Assisting in initiatives taken by the Malta Ship Registry from time to time
- Provide a service to the industry on a 24/7 basis
- Perform any other task as required by the Head of the Malta Ship Registry Office in Greece or Malta.

The precise range of duties will vary over time according to the exigencies of the needs of the Malta Ship Registry Office/Transport Malta.

#### ELIGIBILITY REQUIREMENTS

5.1 By the closing time and date of this call for applications, applicants must be:

- i. a. citizens of Member State of the European Union who are entitled to equal treatment in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or  
b. citizens of any other country who are entitled to equal treatment to EU citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or  
c. any other persons who are entitled to equal treatment to EU citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a) or (b); or
- ii. must be proficient in the Greek and English languages.
- iii. Greek Apolityrion Certificate (High School Diploma) (or equivalent) level of Education
- iv. B2 First (FCE) or equivalent level of Education in English
- v. At least 5 years' experience in dealing with maritime affairs, particularly ship registration under the Malta flag and Shipping Consular matters.

5.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

#### SKILLS

- Must be proficient both oral and written, in the Greek and English languages
- Excellent writing and reporting skills
- Excellent Research and Communication Skills
- Ability to clearly express messages and/or positions as required
- Ability to take initiative and follow instructions as appropriate

- Adaptability and flexibility
- Excellent organisational skills
- Ability to work under pressure, meet deadlines and availability to work after office hours when necessary
- Previous experience working with Maritime Affairs will be considered an asset.
- Knowledge of, and interest about Maltese history, culture and Malta Maritime Affairs will be considered an important asset

5.3 Applicants must be of conduct which is appropriate to the post applied for. Those applying must produce, together with their application a Certificate of Conduct issued by the Police or other competent authority.

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

5.6 The post carries no entitlement to established status in the Civil Service of Malta, or the Diplomatic Corps of Malta.

#### **SUBMISSION OF SUPPORTING DOCUMENTS**

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, which should be invariably produced for verification at the interview.

#### **SELECTION PROCEDURE**

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 200 and the pass mark is 100.

7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.3, have proven relevant work experience. Knowledge of Maltese is considered an asset.

#### **SUBMISSION OF APPLICATIONS**

8.1 Applications are to be submitted, for the attention of the Ambassador, Embassy of the Republic of Malta through the email address: [maltalep2023@gmail.com](mailto:maltalep2023@gmail.com)

Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and a Certificate of Conduct as applicable which have been issued not earlier than one (1) month from the date of application, in pdf format, which are to be attached with email.

The closing date of the receipt of applications is 17:00 hrs of 18 May 2023. A computer-generated e-mail will be sent as an acknowledgement of the application.

8.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

8.3 Applications which are received after closing date and time (i.e. late applications) are not allowed.

8.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

#### **OTHER GENERAL PROVISIONS**

9. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- access to application forms and related details;
- retention of documents

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf> or may be obtained from Corporate Services Directorate at the Ministry for Foreign and European Affairs, Human Resources Section, 331, St Paul`s Street, Valletta. These general provisions are to be regarded as an integral part of this call for applications.

The website address, contact number and e-mail address of the receiving Ministry are [www.foreignande.gov.mt](http://www.foreignande.gov.mt), (+356) 2204 2323 and [recruitment.mfea@gov.mt](mailto:recruitment.mfea@gov.mt).