



# Vacancy

## ADMINISTRATIVE SUPPORT OFFICER (SECRETARIAL) (Jobsplus Permit No: 468/2021)

This post within the National Commission for the Promotion of Equality (NCPE) is pegged to Public Service Salary Scale 13. The selected candidate will be expected to enter into a full-time indefinite contract.

The **Administrative Support Officer (Secretarial)** must be in possession of:

- a) a recognized Diploma (MQF Level 4) in any of the following or their equivalent: Business Administration; Administration and Secretarial Studies; or a recognized, appropriate, comparable qualification;

**OR**

- b) the Matriculation Certificate (MQF level 4) including a subject/s related to the social field.

Experience in administrative and secretarial duties is considered an asset.

Applicants should also have good communication skills including good writing skills in both English and Maltese and ability to use relevant MS Office applications.

Interested persons should send their application together with a detailed CV to the A/Executive Director **by not later than Monday 11<sup>th</sup> October 2021**. Late submissions will not be considered.

NCPE  
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