



# Vacancy

## ADMINISTRATIVE SUPPORT OFFICER (SECRETARIAL) (Jobsplus Permit No: 60/2019)

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 recognised Diploma (MQF level 5) in any of the following or their equivalent: Commerce; Social Policy; Social Work; Management; Marketing; Political Studies; Gender and Development; Gender, Work and Society; Public Administration; European Studies; Law; or Diplomatic Studies or a recognised, appropriate, comparable qualification

**OR**

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

**OR**

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

Applicants should also have strong communication skills including good writing skills in both English and Maltese, ability to use relevant MS Office applications, and knowledge/experience in anti-discrimination and social issues is considered an asset.

Interested persons should send their application together with a detailed CV to the A/Executive Director **by not later than Monday 4<sup>th</sup> March 2019**. Late submissions will not be considered.

NCPE  
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