



Vacancy

ADMINISTRATIVE SUPPORT OFFICER (PROJECTS) (Jobsplus Permit No: 810/2023)

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

The **Administrative Support Officer (Projects)** must be in possession of a recognised Diploma (MQF Level 4) in any of the following: Diploma related to the social field; Business; Administration; Commerce; ICT or a recognised, appropriate, comparable qualification; or the Matriculation Certificate (MQF Level 4) consisting of two Advanced level subjects and four Intermediate level subjects, including a subject/s related to the social field; Business; Administration; Commerce; ICT or a recognised, appropriate, comparable qualification.

Applicants should have good communication skills including good writing skills in both English and Maltese, and must also be able to use relevant MS Office applications. Moreover, 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 29th January 2024**. Late submissions will not be considered.

NCPE
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