

## Qualifications Requirement – Junior Administrative Officer

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### 9. Qualifications/Skills/ Experience

#### 9.1 Qualifications:

- Four 'O' level passes including Maltese and English [MQF Level 3 Sec Grades 1-5] and
- Knowledge of Microsoft Office.

### 10. Representation (Internal/ External)

10.1 Liaises with the various officers and staff of the Directorate.

10.2 Deals with minor public enquiries and routine responses.



Daniel Cilia  
Director  
Corporate Services