

Senior Officer II (Administrative Support Payroll)

Job Entry Requirements

Section D

Job Entry Requirements

1. Six (6) O' Levels including Maltese and English [MQF level 3 Sec 1-5], *and*
2. (a) Full Diploma [MQF Level 5] with 120 credits or 60 ECTS as recognized by MFHEA (in Management or equivalent) OR an MCAST Diploma (in Management or equivalent) *AND* three (3) years relevant experience
OR
(b) two (2) A' levels *AND* five (5) years relevant experience.

Personal Skills

- Interpersonal skills;
- Supervisory skills;
- Communication skills;
- Negotiation Skills

Attributes

- Reliability & trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player.

Organisational Skills

- Administration;
- Research and analysis;
- Coordination;
- Time management.

Daniel Cilia
Director
Corporate Services

27/8/2024