

### *Job Entry Requirements*

#### Qualifications & Experience

- Bachelor's Degree [MQF Level 6] with a minimum of 180 ECTS credits in either Business Studies, Management, Commerce or comparable qualification as recognised by NCFHE.
- Alternatively, a Master's Degree [MQF Level 7] with a minimum of 90 ECTS credits in either Business Studies, Management, Commerce or comparable qualification as recognised by NCFHE.
- This particular job specification requires the candidate to be able to communicate effectively both verbally and in writing in both Maltese and English, therefore a minimum 'O' Level in Maltese and English are required.

#### Personal Skills

- Interpersonal Skills;
- Leadership skills;
- Communication skills;
- Methodological skills.

#### Attributes

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

#### Organisational Skills

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



Daniel O'Fla  
Director  
Corporate Services