

ADMINISTRATOR

(Technical Units)

Jobsplus Permit Number: 961/25

Jobsplus Vacancy Number: 423713

Role:

The purpose of the Administrator role within Xjenza Malta technical units is to provide comprehensive administrative support that enhances the overall effectiveness and efficiency of the respective unit's operations. The role involves assisting in the dissemination and promotion of activities, supporting the implementation and management of various initiatives and measures, and contributing to the smooth coordination of events, consultations, and daily operations. Additionally, the Administrator is responsible for supporting the broader administrative needs of the respective unit to ensure streamlined processes and effective communication.

Duties:

1. Provide day to day administrative and clerical support to ensure the smooth running of unit operations, including document preparation, correspondence, and coordination of internal processes.
2. Establish, maintain, and update physical and digital filing systems, ensuring accessibility, accuracy, and traceability of all documents and records.
3. Assist in the preparation, submission, and tracking of procurement and finance-related requests, including documentation of expenditures, processing of invoices, and budget tracking.
4. Support the planning, logistics, and administration of internal and external events, such as workshops, meetings, training sessions, and conferences, in collaboration with relevant team members.
5. Liaise with internal teams and communication personnel to support the dissemination and promotion of unit activities through newsletters, websites, and social media channels.
6. Support the administration and content management of relevant digital platforms and websites, liaising with service providers and ensuring content is current and accurate.
7. Maintain and update databases, mailing lists, and trackers related to unit activities, ensuring data integrity and supporting reporting and decision-making processes.
8. Assist in compiling inputs for internal and external reporting, including reports to government entities and documentation related to programmes, funding, or initiatives.

9. Contribute to the development and maintenance of Standard Operating Procedures (SOPs) and quality documentation to support consistent and effective delivery of tasks.
10. Serve as a point of contact for coordination with internal and external stakeholders, including service providers, evaluators, and partners, ensuring timely follow-up and documentation.

To perform other job-related duties as assigned. The list is not exhaustive, and management may change or add tasks if and when required and according to the exigencies of Science Malta and its subsidiaries.

Eligibility Requirements:

Bachelor's qualification at MQF Level 6 in Management or, Administration or, Accounting or, Secretarial Studies or, Finance or, Business or a comparable professional qualification recognised by MFHEA (MQRIC if applicable) and preferable one (1) year relevant work experience in an administration role.

OR

Diploma qualification at MQF Level 5 in Management or, Administration or, Accounting or, Secretarial Studies or, Finance or, Business or a comparable professional qualification recognised by MFHEA (MQRIC if applicable) and preferable three (3) years' relevant work experience in an administration role.

With respect to qualifications produced in response to this call for applications which are not from the University of Malta, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The certificate is to be provided the latest one week after closing date of applications, and proof of payment is to be sent by closing date of applications. The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education Authority (www.mfhea.org.mt).

Requisites:

By the closing time and date of this call for applications, applicants must be:

- a) Citizens of Malta; or
- b) Citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers

Working Conditions:

This position is on an indefinite basis with a starting salary of €27,478 per annum and a yearly increment subject to good working performance:

- Career advancement opportunity
- Opportunity for external training sponsorship
- Parking Facility
- Teambuilding activities
- Gym membership

How to Apply:

Interested applicants are to email their Europass CV and a copy of their academic certificates to recruitment.xjenzamalta@gov.mt, by not later than Thursday 23 October 2025. Late and/or uncomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your personal information in accordance with the XJENZA MALTA Privacy Policy available at [http:// Xjenza Malta.gov.mt/our-privacy-policy/](http://XjenzaMalta.gov.mt/our-privacy-policy/). You can withdraw your consent at any time by sending us an email on recruitment.xjenzamalta@gov.mt.