

ADMINISTRATION OFFICER 5 IT SYSTEMS

FULL-TIME



ROLE

The prospective employee will be assigned to the IT Unit or to any other unit to meet the exigencies of the Office.

This position is an excellent career opportunity for prospective candidates with an academic background in Information Technology, and familiarity with computer architecture and computer networking.

WORKING CONDITIONS

The position offers an annual starting salary of €28,284, rising by annual increments subject to a positive performance review.

This remuneration excludes qualification allowances and any overtime pay, which is reimbursed separately on an ad-hoc basis, as need arises.

NSO benefits:

- Friendly working environment;
- Health insurance coverage;
- Flexible working arrangements;
- Training;
- Teleworking;
- Opportunities for pursuing further studies including scholarships.



VACANCY

Jobsplus Permit Number: 130/2022

Jobsplus Vacancy Number: 377912

REQUIREMENTS

The successful candidate must demonstrate:

- Excellent level of interpersonal and communication skills;
- Sound knowledge of Microsoft Office applications (preferably with an ECDL qualification).
- Solid organisational and planning skills;
- Good analytical and numerical skills supported by a basic knowledge of statistics.



Interested candidates should:

- Be in possession of an MQF Level 5 Diploma in Computer Science, Information Technology or a related field of study, together with seven (7) years, or equivalent, of relevant experience;
OR
- Be in possession of a recognised Certificate at MQF Level 6 or higher in a subject area related to Information Technology. *Candidates who have been approved for the award of an MQF Level 6 qualification or higher, who have not yet formally been conferred the qualification in question, will still be considered provided that candidates submit evidence of approval for the award.*
- Demonstrate a good command of the English language, together with Maltese or any another official European language.
- Prospective applicants are kindly requested to read the following [eligibility requirements](#).

HOW TO APPLY

A detailed job description can be obtained from the Head of Unit – Human Resources and Staff Development, at the NSO.

Individuals interested in applying for this post are required to submit the following documentation:

- Application letter together with a detailed and recently updated curriculum vitae;
- Copies of qualifications which shall be verified at interviewing stage;
- A clean police conduct (issued within the last 6 months);
- A data protection consent form duly filled-in and signed. Form may be downloaded [here](#).
- Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

Applications should be sent by email to: careers.nso@gov.mt by not later than noon (12:00hrs) (Central European Time) of Tuesday 13 June 2023.