Inseddqu l-Imgħoddi B'Ġejjieni Għammieli

KUNSILL LOKALI XAGĦRA

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VACANCY – FULL-TIME CLERICAL OFFICER (SCALE 15)

Permit No: 908/2026

A vacancy has arisen within **Xagħra Local Council** for the post of Full-Time Clerical Officer (Salary Scale 15).

Eligibility

Applications are invited from candidates who are in possession of one of the following qualifications/requirements:

1. A pass at least at Grades 1–5, Grade C, or a comparable qualification at MQF Level 3 or higher, in five (5) subjects, including the compulsory subjects Maltese and English Language, together with three (3) other subjects, together with knowledge of IT Office Applications;

OR

2. A full qualification at MQF Level 3 or higher (minimum 60 ECTS) in a field relevant to Local Council operations, together with two (2) years of proven clerical experience and knowledge of IT Office Applications. Candidates recruited under this second entry route will be required to sit for and pass a proficiency test in Maltese and English language.

Additional Requirement

All successful candidates, irrespective of the entry route, will be required to attend a Training Programme, which includes IT Office Application Skills.

Successful candidates shall be obliged to carry out the necessary induction training programme and to undergo the respective necessary training as organised internally by the Association of Local Government or the Department for Local Government and in force from time to time.

Skills and Competencies:

- Ability to carry out general clerical and administrative duties efficiently and accurately.
- Ability to maintain filing and record-keeping systems, both manual and electronic.
- Good data entry and document management skills.
- Proficiency in the use of standard office software applications and other related office systems.
- Ability to draft basic correspondence and prepare routine documentation.
- Good communication skills, both written and verbal.
- Ability to organize work effectively and meet deadlines.
- Knowledge of Accounts would be considered as an Asset.
- Ability to follow established procedures, guidelines and administrative processes.

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- Customer service orientation when dealing with members of the public and internal stakeholders.
- Ability to work independently with minimal supervision as well as collaboratively within a team.
- Ability to prioritise tasks and manage multiple administrative duties simultaneously.
- Confidentiality and discretion when handling sensitive information.

Applications

Applications, together with a copy of the relevant certificates, should be submitted by email to:

xaghra.lc@gov.mt

Applications must reach the Council by not later than 11th November 2026.

Late applications will not be considered.