



Commission on Gender-Based Violence and Domestic Violence
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The Commission on Gender-Based Violence and Domestic Violence within the Ministry for Home Affairs, Security, Reforms and Equality invites applications for the post of Clerk.
(Jobsplus Permit No: 611/2023)

The duties of Clerk include:

- i. Performing general administrative duties;
- ii. Compiling basic reports such as statistical data or related content as required by management;
- iii. Handling e-mail correspondence; scheduling and organisation of meetings;
- iv. Answering phone calls, receiving visitors, informing or orienting visitors;
- v. Taking messages and making appointments;
- vi. Registering/distribution of incoming and outgoing mail, sorting and stamping correspondence ;
- vii. Coding and archiving documents, professional files and meeting reports as well as file movements;
- viii. Copying and scanning of documents;
- ix. Typing in and organising soft copies of office documents;
- x. Checking receipt of orders and processing;
- xi. Handling petty cash and registering of purchased items;
- xii. Handling small amounts of cash such as fees related to routine services;
- xiii. Answering general queries and FAQ's from the general public and internal clients in accordance with well-defined regulations, guidelines, instructions and general practices, under the supervision of the immediate supervising officer;
- xiv. Assuming responsibility for public counters and reception desks;
- xv. Being familiar with such basic regulations as those outlined in the Public Administration Act (PAA) and the Public Service Management Code (PSMC); and

- xvi. Any other duties according to the exigencies of the Public Service as directed by the Commissioner and/or the Permanent Secretary.

Qualifications and experienced required:

- i. Adequately proficient, both verbally and written, in the Maltese and English languages (Level C1/C2 of the Common European Framework of Reference for Languages);
- ii. In possession of either:
 - a. a pass (at least at Grade 1-5, Grade C or a comparable level) in six (6) subjects at MQF level 3 which must include Maltese, English, Mathematics and IT Office Application Skills(*); or
 - b. a full MQF level 3 VET qualification, or a Secondary School Certificate and Profiling qualification at MQF level 3, in six (6) subjects which must include Maltese, English, Mathematics and IT Office Application Skills(*) as separate study units within the course pursued.

(*) It is clarified that reference to IT Office Application Skills, covers any successfully completed CDRT/ECDL/NCFHE-accredited course at MQF Level 3.

Applicants must be of conduct which is appropriate to the post applied for and must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than **one (1) month from the date of application.**

Salary Package

The salary for the post of Clerk is Salary Scale 16, that is €15,372.57 per annum, rising by annual increments of €263 up to a maximum of €16,950.

Submission of Supporting Documentation

- i. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.
- ii. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Submission of Applications

- i. Applications are to be submitted, for the attention of the Commission for Gender-Based Violence Domestic Violence. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicants), and a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application.
- ii. The closing date of the receipt of applications is **noon** (Central European Time) of **Friday, 15th September 2023**. Applications may be submitted via e-mail (including all necessary documentation in PDF Format).