

Post of Assistant to the Official Inventory Compiler (Full-time)

The Secretariat for the Liturgy within the Archdiocese of Malta, has a vacancy for the post of Assistant to the Official Inventory Compiler (Full-time).

The selected candidate, who will be reporting to the Official Inventory Compiler, will be responsible for assisting the Official Inventory Compiler in the on-going process of cataloguing and photographically recording all artistic and historical artefacts, which form part of the Church's heritage.

Prospective candidates are expected to possess:

- A Bachelor's Degree in History of Art; or
A Bachelor's Degree in Baroque Studies;
- A minimum one year experience in a similar role;
- The ability to use different types of photographic equipment and photography software;
- The physical ability to lift, climb, balance, stoop, kneel, crouch, and crawl repeatedly;
- Excellent manual dexterity and sustained concentration with delicate and occasionally repetitive tasks;
- Be able to work independently;
- Excellent communication skills, tact and diplomacy;
- Computer literacy.

Interested persons are to submit the following to hr@maltadiocese.org by not later than Wednesday 19th December 2018:

- A letter of application
- A detailed copy of their CV
- A scanned copy of certificates
- Name and emails of two referees