

Communications Administrator

The ideal candidate must:

- have a tertiary level qualification (EQF Level 6) in English. A qualification in proofreading and/or editing will be considered an asset;
- preferably have experience in a Communications/Media setting;
- be proficient in Maltese language, both spoken and written.
- be proficient in Microsoft Office applications;
- possess strong attention to detail and excellent organisational skills; and
- be able to work alone and as part of a team.

The successful candidate, who will be reporting to the Head of Media/Assistant Head of Media, will be responsible for providing specific and general administration support for the running of the Communications Office.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 21st November 2021:

- A letter of application
- A detailed copy of their CV
- A scanned copy of transcripts/certificates
- Names and emails of two referees

