

Digital Archivist

The ideal candidate must have:

- a tertiary level qualification (MQF Level 6) in archival/information/library science or computing or a related field;
- a minimum of 1 year professional experience as a practicing archivist;
- experience using archival content management systems and technologies applicable to archives;
- demonstrated skill with tools, workflow implementation, and quality assurance for digital archives;
- the ability to analyse information and make informed decisions about data;
- the ability to handle large volumes of data; and
- the ability to work alone, as well as with team members, stakeholders, and archive users.

The successful candidate, who will report to the Diocesan Archivist, will be responsible for the long-term preservation of the manuscripts, historical documents, and records of the Diocesan Archive, in such a way that they are easily accessible through digitalisation. S/he is expected to establish best practices around digital materials for the broader professional community.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 26 September 2021:

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

