



Commission on Gender-Based Violence and Domestic Violence  
Zentrum Business Centre  
Triq l-Imdina  
Qormi  
Tel: 2276 8304  
E-mail: [contactus@stopviolence.gov.mt](mailto:contactus@stopviolence.gov.mt)

The Commission on Gender-based Violence and Domestic Violence within the Office of the Prime Minister (Equality, Reforms and Social Dialogue) invites applications for the post of Clerk (Jobsplus Permit No. 727/2024).

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 tasks and responsibilities delegated by the Commissioner.

**Qualifications and experienced required:**

- i. Adequately proficient, both verbally and written, in the Maltese and/or 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 in line with the Collective Agreement currently in force, in 2025 is €22,921 per annum, rising by annual increments of €375 up to a maximum of €26,296.

The salary is supplemented by a Class allowance of €550 per annum.

**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 **3<sup>rd</sup> July 2025**. Applications may be submitted via e-mail (including all necessary documentation in PDF Format).