



Gozo Regional Council

**POSITION OF Administration Officer 1
Jobs Plus Permit 740/2026**

Nomenclatures denoting the male gender include also the female gender.

1. The Gozo Regional Council invites applications for the position of Administration Officer 1.

2. Duration of assignment and Conditions

2.1 A selected candidate will enter a three (3) year assignment as an Administration Officer 1 with the Gozo Regional Council, which may be renewed for further periods.

2.2 The position of Administration Officer 1 is subject to a probationary period of one (1) year.

3. Salary pegged to the position

The salary attached to the position of PR/Communications Officer is equivalent to Salary Scale 12, (which in the year 2026 is € 23,816.00 per annum rising by annual increments of €354.00 up to a maximum of € 25,940.00).

Administration Officer (salary Scale 12) shall progress to Salary Scale 11 after four (4) years of satisfactory service in salary scale 12.

4. Duties

The duties of Administration Officer 1 include:

Office Administration & Clerical Support: Managing office systems, sorting and distributing correspondence, and maintaining accurate physical and digital records.

Data Management: Collecting, inputting, and analysing data to assist senior management in operational decision-making.

Public Relations Implementation:

Develop a Public Relations plan aligned to GRC's PR Strategy that leverages media opportunities.

Drafting, writing and issuing press releases.

Prepare and disseminate relevant updates on Gozo Regional Council's works and achievements through digital and traditional and digital channels.

Any other duties as directed by the Executive Secretary.

5. Eligibility requirements

5.1 By the closing time and date of this call for applications, applicants must be:

- (i) (a) citizens of Malta; or
- (b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- (c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- (d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- (e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate and write in the Maltese and English Languages.

- (iii) A pass (at least at Grades 1-5, Grade C or a comparable qualification at MQF Level 3 or higher) in five (5) subjects, including the compulsory subjects Maltese and English language, and three (3) other subjects, together with a pass (at least at Grades 1-5) in one (1) Advanced level subject or a comparable qualification at MQF Level 4 (minimum of 60 ECTS) or higher, together with knowledge of IT Office Applications, and at least two years of proven clerical duties; **or**
- (iv) are in possession of a recognised qualification at MQF Level 4, related to Communications, Media and Public Relations, or equivalent. Proficient in MS Office and social media.
- (v) Familiarity with project management software and video/photo editing is an asset.

5.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a recognized MQF level programme of study, as required in the afore-mentioned eligibility criteria or higher, by the closing time and date of the call for applications.

5.3 Applicants must be of conduct which is appropriate to the position applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service 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 and state whether they have ever been in Government Service, giving details).

5.4 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.3 above, not only by the closing time and date of this call for applications but also on the date of appointment.

5.5 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

6. Submission of supporting documentation

6.1 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.

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

7. Selection procedure

- 7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.
- 7.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 5.1 to 5.3, have proven relevant work experience.

8. Submission of applications

Applications, together with a detailed *curriculum vitae* and qualifications are to reach to the Gozo Regional Council via email on regjun-ghawdex.dlg@gov.mt or via post by Friday 25th September 2026 at noon.

9. Other general provisions

For further information, kindly contact the Gozo Regional Council, or visit <https://regjunghawdex.com/>.

The phone and e-mail address of the Gozo Regional Council +356 21561798 and Regjun-ghawdex.dlg@gov.mt.

Rita Mifsud Attard
Executive Secretary
Gozo Regional Council