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# Post of Clerical Officer

## *Responsible for School Data & Personal Assistant to the Principal within the Archbishop's Minor Seminary*

Nomenclatures denoting the male gender include also the female gender.

> ***The Archbishop's Minor Seminary (AMS)*** *would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. AMS adheres to S.L. 327.546 (Recruitment, Initial Training and Continous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.*

1. The AMS Principal invites applications for the post of Clerical Office within the AMS.

2. **Terms and Conditions**

   2.1. Full-time indefinite basis appointments are subject to a probationary period of one (1) year .

   2.2. The selected candidate for the post of Clerical Officer shall **start at salary Scale 15**.

   2.3. **Progression:** A Clerical Officer (Salary Scale 15) who is in possession of an MQF Level 3 or higher in Maltese and English or equivalent shall progress to Salary Scale 14 after two (2) years satisfactory service in Salary Scale 15 and shall continue to progress to Salary Scale 13 after a subsequent four (4) years of satisfactory service in Salary Scale 14.

   Furthermore, a clerical officer (Salary scale 13), on the successful completion of a colloquium process shall be eligible to progress to Salary Scale 12 after having served two (2) years satisfactory performance in Salary Scale 13.

3. **Duties**

   The Clerical Officer is responsible for providing administrative, secretarial, and information management support to ensure the smooth and efficient functioning of the school office. The role includes maintaining the School Management Information System (MIS) and serving as a Personal Assistant to the Principal.

**4. Eligibility Requirements**

4.1. **Compulsory Requirements**:

4.1.1. The candidate must be able to communicate effectively in **both Maltese and English**.

4.1.2. The candidate must be in possession of a pass (at least at Grade 1-5), Grade C or a comparable level at MQF Level 3 or higher in at least five (5) subjects, including English, Maltese, and Mathematics.

4.1.3. Proficient in Microsoft Office tools (Word, Excel, Outlook) or similar software.

4.1.4. A pass and/or certificate in any IT Office Application Office Skills (for example ICDL). If the candidate is not in possession of such a certification, a grace period may be allowed for the certificate to be obtained.

4.1.5. 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 citizen 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 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"; or

f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom National and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the Unite Kingdom and Northern Ireland from the European Union and the European Atomic Energy Communit Regulations". The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit withi Identita` 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.

## 5. Submission of Applications and Supporting Documents

5.1. All supporting documents and an up-to-date Curriculum Vitae (CV) are to be sent through the Recruitment Form found on the AMS website https://www.maltaseminary.org

5.2. The closing date of the receipt of applications is noon of Wednesday 6th August 2025. A computer-generated copy of the submission will be sent as an acknowledgement of the application on the email address entered by the candidate in the form.

5.3. Applicants wishing to produce supporting documentation over and above that required by this call, are to produce such documentation, if and when called for an interview.

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

## 6. Selection Procedure

6.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. More details will eventually be communicated to the shortlisted candidates.

6.2. A successful applicant under clause 4 will be placed in the order of merit.

## 7. Submission of Applications

7.1. Successful candidates will be placed in an order of merit list which will remain valid for one (1) year from the date of publication or until the result list is exhausted, whichever is earlier.

7.2. It is the responsibility of the applicants not to leave until the last moment for submission of their application.

7.3. Applications which are received after closing date and time (i.e. late applications) will not be considered.

7.4. All applications will be treated in strict confidence.

**Published on 23rd July 2025**