

**Malta Council for the Voluntary Sector
for the position of
Office Assistant**

Nomenclatures denoting the male gender include also the female gender.

1. The Malta Council for the Voluntary Sector invites applications for the position of Office Assistant.

Duration of assignment and Conditions

2.1 A selected candidate will enter into an indefinite assignment as an Office Assistant with the Malta Council for the Voluntary Sector.

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

Salary pegged to the position

3.1 The salary attached to the position of Office Assistant is equivalent to Salary Scale 18 which in the year 2026 is €16,235.00 per annum rising by annual increments up to the maximum of the salary scale of €17,699.00.

Duties

4. The duties of Office Assistant include:

Specific

- Act as Messenger between the Volunteer Centres.
- Responsible for the MCVS transport.
- Provide transportation to CEO and MCVS Officials.
- Supports at the reception area at the Valletta Volunteer Centre.
- Supporting Administration Officials and the various MCVS sections in the logistical arrangements in preparation for activities organised by MCVS.

Generic

- Participates in internal meetings as directed by MCVS management.
- Respects the MCVS Manual of Internal Control Procedures, the MCVS Code of Ethics and any other circulars issues by MCVS management from time to time.
- Respects deadlines as set by MCVS management

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 in the Maltese and English Languages.

(iii) Driving Licence

(iv) Proficiency MS Office would be considered an asset

5.2 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).

5.3 Applicants must be eligible to take up their due appointment, in terms of 5.1 to 5.2 above, not only by the closing time and date of this call for applications but also on the date of appointment.

Submission of supporting documentation

6.1 Drivers License is to be invariably produced for verification at the interview.

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 5.2, have proven relevant work experience.

Submission of applications

8. Applications, together with a *curriculum vitae* the Malta Council for the Voluntary Sector, Volunteer Centre, Melita Street, Valletta VLT 1129 by not later than **noon (Central European Time) of Tuesday 24th of February 2026**

Applications should be submitted via email on mcvs.miv@gov.mt or via post to Volunteer Centre, 181, Melita Street, Valletta VLT 1129 by the said closing time and date of this call for applications.

Other general provisions

9. For information contact the Malta Council for the Voluntary Sector at the Volunteer Centre, 181, Melita Street, Valletta or visit <http://www.maltacvs.org/>.

The phone and e-mail address of the Malta Council for the Voluntary Sector are +356 22481110 and mcvs.miv@gov.mt .

Mauro Pace Parascandalo
Chief Executive Officer
Malta Council for the Voluntary Sector

Kunsill Malti għas-Settur tal-Volontarjat
POŻIZZJONI TA' Office Assistant

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

1. Il-Kunsill Malti għas-Settur tal-Volontarjat jilqa' applikazzjonijiet għall-pożizzjoni ta' **Office Assistant**.

Tul tal-assenjazzjoni u kundizzjonijiet

2.1 Persuna magħżula tidhol f'assenjazzjoni indefinita bħala **Office Assistant** mal- Kunsill Malti għas-Settur tal-Volontarjat.

2.2 Il-pożizzjoni ta' **Office Assistant** hija sugġetta għal perjodu ta' prova ta' tmax(12)-il xahar.

Salarju marbut mal-pożizzjoni

3. 1 Is-salarju għall-pożizzjoni ta' **Office Assistant** huwa ekwivalenti għal Skala ta' Salarju 18 li fis-sena 2026 huwa €16,235.00 fis-sena u jżied b'incrementi annwali sal-massimu tal-grad ta' salarju ta' €17,699.00.

Dmirijiet

4. Id-dmirijiet jinkludu:

Speċifiċi

- Jaġixxi bħala messaġġier bejn iċ-Ċentri tal-Volontarjat.
- Responsabbli mit-trasport tal-MCVS.
- Jipprovdi trasport lis-CEO u lill-uffiċjali tal-MCVS.
- Joffri appoġġ fiż-żona tar-riċeviment fiċ-Ċentru tal-Volontarjat tal-Belt Valletta.
- Jappoġġja lill-uffiċjali amministrattivi u lis-sezzjonijiet varji tal-MCVS fl-arrangamenti logistiċi b'rabta ma' attivitajiet organizzati mill-MCVS.

Ġeneriċi

- Jipparteċipa f'laqgħat interni skont id-direzzjoni tal-ġestjoni tal-MCVS.
- Jirrispetta l-Manwal tal-Proċeduri ta' Kontroll Intern tal-MCVS, il-Kodiċi tal-Etika tal-MCVS u kwalunkwe ċirkulari oħra maħruġa mill-ġestjoni tal-MCVS minn żmien għal żmien.
- Jirrispetta l-iskadenzi stabbiliti mill-ġestjoni tal-MCVS.

Rekwiziti tal-eligibbiltà

5.1 Sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

(i) (a) ċittadini ta' Malta; jew

(b) ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

(c) ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew

(d) kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skond kif hemm fil-liġi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew

(e) ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar "Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)", jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18 (3) tal-istess regolamenti,

flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Rijunifikazzjoni tal-Familji.

Il-parir tad-Dipartiment għall-Affarjiet taċ-Ċittadinanza u *Expatriates* fi ħdan l-Aġenzija *Identity Malta* għandu jiġi mfittex skond il-ħtieġa fl-interpretazzjoni tal-provvedimenti imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-kazijiet fejn hija meħtieġa skond l-Att dwar l-Immigrazzjoni u leġislazzjoni sussidjarja. *Jobsplus* għandha tiġi kkonsultata skond il-ħtieġa dwar din il-materja.

(ii) kapaċi jikkomunikaw bil-lingwa Maltija u bil-lingwa Ingliża;

(iii) Liċenzja tas-Sewqan.

(iv) Għarfien tajjeb tal-MS Office jitqies bħala vantaġġ.

5.2 L-applikanti jridu jkunu ta' kondotta li hi xierqa għall-pożizzjoni li l-persuna qed tapplika għaliha (applikanti li diġà qegħdin jaħdmu fis-Servizz Pubbliku ta' Malta jridu jipprezentaw is-*Service and Leave Record Form* (GP 47); filwaqt li dawk li japplikaw minn barra jridu jipprezentaw Ċertifikat riċenti tal-Kondotta maħruġ mill-Pulizija jew awtorità oħra kompetenti mhux aktar minn xahar (1) qabel id-data tal-applikazzjoni, u jindikaw jekk qatt kinux impjegati tal-Gvern qabel u jagħtu d-dettalji).

5.4 Il-kandidati magħżula jridu jkunu eliġibbli għall-ħatra f'din il-pożizzjoni, skond 5.1 – 5.2 hawn fuq, mhux biss sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, iżda wkoll fid-data tal-ħatra.

5.5 L-applikanti prospettivi għandhom jaraw il-provvedimenti generali marbuta ma' din is-sejha għall-applikazzjonijiet fejn jikkoncerna s-sottomissjoni ta' dikjarazzjoni ta' rikonoxximent tal-kwalifiki mingħand l-MQRIC, jew awtorità pertinenti oħra, kif applikabbli (ara l-link aktar 'l isfel).

Sottomissjoni ta' dokumentazzjoni

6.2 Il- Licenzja tas- sewqan, mingħajr eċċezzjoni, tintwera waqt l-interview.

Proċeduri tal-għażla

7.1 L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adatt għall-pożizzjoni. Il-marka massima għal dan il-proċess tal-għażla hija 100% u l-marka li persuna trid iġġib biex tgħaddi hija 50%.

7.2 Tingħata kunsiderazzjoni xierqa lill-kandidati li, minbarra dak rikjest f'paragrafi 5.1 – 5.2, għandhom esperjenza ta' xogħol relevanti u ppruvata.

Sottomissjoni tal-applikazzjoni

8. L-applikazzjonijiet, flimkien ma' *curriculum vitae* li juru l-kwalifiki u l-esperjenza jintlaqgħu mill-Kunsill Malta għas-Settur tal-Volontarjat fiċ-Ċentru tal-Volontarjat, 181 Triq Melita, Valletta VLT 1129 sa nofsinhar (*Ħin taċ-Ċentru tal-Ewropa*) ta' nhar it-**Tlieta 24 ta' Frar, 2026**.

L-Aplikazzjonijiet għandhom ikunu sottomessi '*via email*' fuq mcvs.miv@gov.mt jew bil-posta fuq l-indirizz Ċentru tal-Volontarjat, 181 Triq Melita, Valletta VLT 1129 sal-ħin u d-data indikati għal din is-sejha.

Provedimenti ġenerali oħra

9. Għal aktar informazzjoni ikkuntattja lill- Kunsill Malta għas-Settur tal-Volontarjat fiċ-Ċentru tal-Volontarjat, 181 Triq Melita, Valletta VLT 1129 jew żur is-sit <http://www.maltacvs.org/>.

Il-kuntatt telefoniku u l-'email' tal- Kunsill Malta għas-Settur tal-Volontarjat huma +356 22481110 u mcvs.miv@gov.mt .

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Uffiċjal Kap Eżekuttiv
Kunsill Malta għas-Settur tal-Volontarjat