



Administrative Executive

The successful candidate will report to the Pastoral Formation Institute (PFI) Director and is responsible for coordinating and supporting the operations of the PFI, focusing particularly on supporting the operations and logistics, as well as programme formation and promotion functions. S/he is expected to maintain relationships with third parties and PFI students.

The ideal candidate must:

- Be in possession of a qualification in Theology or in an area beneficial to the Institute at EQF Level 6/PFI Level 6. A qualification at EQF Level 7/PFI Level 7 will be considered an asset.
- Have at least two (2) years' experience in an administrative/operational role. Experience in the education sector will be considered an asset.
- Be proficient in both Maltese and English and in the use of computer and electronics.
- Be able to multitask whilst keeping deadlines.
- Be accurate, organised, flexible and self-motivated.
- Be able to learn how to and actually use effectively and efficiently any software and digital equipment related to his/her role.
- Possess a valid driving licence.

Due to the exigencies of work, the appointee may be required to work flexible hours, including evenings.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 17 March 2024:

- A letter of application
- A detailed CV
- A scanned copy of certificates
- Name and email address of two referees