

Principal Officer/Assistant Principal Officer

The Archdiocese of Malta is seeking to recruit a Principal Officer/Assistant Principal Officer on a full-time basis. The successful applicant will report to the Head of Property and shall be responsible for drafting contracts, deeds, and other legal documents. S/he will coordinate with the Joint Office and the Diocesan Church's Entities, and subsequently assume responsibility for the completion of the procedural formalities required for the implementation of the 1991 Church-State Agreement. S/he will also be responsible for the various activities undertaken by the Property Section, such as record keeping, updating of records, conducting research regarding Diocesan property, and supporting the operations of the Property Section.

The ideal candidate must:

- Have a tertiary level academic qualification in legal studies as well as a solid background in statutory laws.
- Have a minimum of 3 years' experience.
- Be thorough, accurate, and meticulous in their work.
- Possess strong communication, time management and organisational skills.
- Possess strong problem-solving skills.
- Possess excellent oral and written communication skills in Maltese and English.
- Be able to perform duties with integrity and ethical behaviour and adhere to strict confidentiality requirements.
- Be confident in taking responsibility for their own professional opinion.
- Be able to work both independently as well as cooperatively in a team setting.
- Be able to interact professionally and effectively with others to deliver high quality service.

Recent graduates or those who lack the necessary work experience, will also be considered.

Interested persons are to submit the following to hr@maltadiocese.org:

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

