



Job opportunity at the Embassy of Malta in Germany – Communications Officer

The Embassy of Malta in the Federal Republic of Germany is calling for applications from prospective candidates for the position of Communications Officer at the Embassy of Malta on a full-time basis (40 hours per week). The exact working hours will be laid down in the light of the exigencies of the Embassy.

The Employee will form part of the administrative and logistical support team that directly assists the Head of Mission and other diplomats stationed at the Embassy in the fulfilment of their duties and responsibilities.

The main duties of the Communications Officer consist of providing support to the Head of Mission as may be necessary including, though not limited to, public relations, research work, press and information, media coverage, social media accounts, translations and interpretation, word processing, cultural and promotional activities, executive, clerical and general duties and other similar duties as may be laid down from time to time by the Employer.

The prospective candidate should:

- have relevant work experience in a similar work environment with proven ability;
- education: minimum upper secondary level; preference may be given to candidates with a tertiary level of education;
- be conversant in use of Microsoft applications and in the management of social media accounts;
- be punctual, multi-functional and flexible and have effective management of working time;
- be able to work with little supervision and maintain a high level of performance;
- have respect for confidentiality – it is expected that suitable discretion should be observed about all matters connected with official business;
- be fluent in both German and English and able to carry out translation duties – previous experience working as a translator (German and English) and / or simultaneous translation (English and German) would be considered an asset; and
- experience working in an international environment or for an international organisation, would also be considered an asset.

Prospective candidates who, in the view of the Selection Board, best fulfil the above-mentioned criteria will be shortlisted for an interview. The interview will be held at the Embassy of Malta at a date and time to be determined by the Embassy. The interview will be carried out in English although the Board may also request the shortlisted candidates to undertake an exercise to attest to their skills in translation and simultaneous interpretation.

Further information will be provided ahead of and during the interview.



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The successful candidate will be expected to agree to a Non-Disclosure and Confidentiality obligation – as set in the contract upon start of his/her recruitment.

A letter of application in English setting out, among others, the candidate's motivation for applying, is to be submitted by email to the Embassy of Malta through the following email address: maltaembassy.berlin@gov.mt together with a detailed curriculum vitae and references. Applicants as well as their referees may be contacted by the Embassy for verification of information provided. Original certificates and testimonials are to be presented during the interview. The employment will be subject to an initial trial period of 6 months.

The call for applications, originally set to close at noon on Friday, 27 May 2022, has been extended and will close at noon on Friday, 10 June 2022.

Late applications **will not** be considered.