

**Reference No:** MCCAA/HR/EXT/4125

**Date of Issue:** 13 July 2026

|                  |                                   |                            |          |
|------------------|-----------------------------------|----------------------------|----------|
| <b>Title:</b>    | Administrative Officer (Tribunal) | <b>Grade:</b>              | 8        |
| <b>Division:</b> | Office for Consumer Affairs (OCA) | <b>Jobsplus Permit no:</b> | 836/2025 |

The Malta Competition and Consumer Affairs Authority (MCCAA) invites applications for the post of **Administrative Officer (Tribunal)**.

This appointment shall be made on the basis of an Agreement for an indefinite period and will be subject to a probationary period of twelve (12) months.

The selected candidate is to report any known actual, potential, or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

### **Salary**

The salary for the post of Administrative Officer (Tribunal) is in line with Grade 8 of the MCCAA's Grading and Salary Structure, which in the year 2025\* was €25,242 per annum, rising by annual increments of €408 up to a maximum of €27,690. Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 3% of their basic salary, subject to satisfactory performance.

\*It is to be noted that the salaries are currently being revised.

The result will be valid for a period of one (1) year from the date of publication.

### **Position Description**

#### **Overall Purpose of Position**

To provide administrative and clerical support to the Consumer Claims Tribunal and support efficient office operations.

## **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Assist in the maintenance of files and databases whilst monitoring office operations, including office supply inventory;
- Prepare reports, presentations and correspondence;
- Distribute jobs and duties to office employees as needed or directed;
- Register claims received through the Tribunal System, including printing, uploading of documents and preparation of files for sittings;
- Register Notice of Claim applications received physically at the Tribunal against payment to initiate Tribunal proceedings and upload in Tribunal System;
- Type *verbali* when required;
- Assist in the provision of replies to consumer/trader queries;
- General administrative duties including attending to incoming calls, filing and redding of files;
- Oversee office duties as may be necessary, including maintenance and Health and Safety issues;
- Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided; and
- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by the respective Director, Director General or the Chairperson's Office.

## **Job Requirements**

By the closing time and date of this call for applications, applicants must:

- i. Be in possession of at least 'O' level standard of education, including a pass (at least at Grade 1-5, Grade C or a comparable level) in five (5) subjects at MQF level 3 which must include Maltese, English and Mathematics;
- ii. Be in possession of an ICDL Workforce or ECDL Standard certificate;
- iii. Have excellent verbal and written communication skills in both Maltese and English;
- iv. Have very good typing skills; and
- v. Have a clean police conduct, not older than six months from the date of the calls for applications.

Any recognised additional qualification and work experience shall be looked upon favourably.

### **Knowledge, Skills and Competences**

- Work under limited supervision;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Strong competency in record keeping using databases and spreadsheets;
- Highly organised and flexible; and
- Able to maintain a professional approach at all times.

### **Working Conditions**

- Expected to work flexible hours in order to meet accountabilities and attend meetings after office hours;
- May be required to travel on company business;
- Abide by rules and regulations issued by MCCA and meet stipulated deadlines;
- Consult with other departmental managers and the Law Courts as may be required; and
- Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided.

### **Submission of Applications**

Interested candidates are to submit their application for the attention of the Chief Officer (Human Resources) at the Malta Competition and Consumer Affairs Authority by email on [careers.hr@mcaa.org.mt](mailto:careers.hr@mcaa.org.mt). Applications are to include a motivational statement clearly quoting the position being applied for, an updated Curriculum Vitae, a copy of the relevant qualification certificates, and an MQRIC formal recognition statement/s where applicable, and a clean police conduct, not older than six months. The closing date for the receipt of applications is **27 July 2026, end of business**.

Applications received after the closing date and time will not be considered.