Malta Competition and Consumer Affairs Authority

Reference No: MCCAA/HR/EXT/1826 **Date of Issue:** 30th October 2026

Title:	Administrative Officer	**Grade:**	8
Division:	Technical Regulations Division (TRD)	**Jobsplus Permit No.:**	727/2026

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

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 is in line with Grade 8 of the MCCAA's Non-Management 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

The Administrative Officer will be responsible for providing administrative, clerical, and organisational support to ensure the efficient day-to-day running of the Directorate. The role includes handling general clerical duties, co-ordinating calls and correspondence, maintaining records, assisting with office administration, preparing documents, and taking minutes during meetings. The Administrative Officer will support the smooth operation of the Directorate by ensuring that administrative processes are carried out accurately, professionally, and in a timely manner.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Perform routine clerical tasks, including filing, photocopying, scanning, printing, and preparing documents to professional standards;
- Draft, format, and distribute letters, reports, forms, notices, agendas, and other correspondence;
- Maintain electronic and paper filing systems to ensure records are secure, organised, and accessible;
- Manage correspondence logs by receiving, sorting, registering, and distributing all incoming and outgoing mail, both physical and electronic;
- Coordinate meeting logistics, including preparing agendas, compiling documents, distributing materials, and managing invitations;
- Attend meetings and record minutes that accurately reflect discussions, decisions, and action items;
- Track action items and distribute finalised minutes to relevant stakeholders;
- Manage office inventory by monitoring, ordering, and restocking supplies;
- Maintain calendars and schedules, coordinating meetings and administrative activities for the Directorate;
- Optimise daily operations by coordinating office procedures, workflows, and systems to improve efficiency;
- Ensure data integrity by accurately inputting, updating, and maintaining records in systems, spreadsheets, trackers, and databases;
- Screen and direct telephone calls, take messages, and address routine inquiries courteously;

- Serve as the primary contact for internal and external stakeholders, managing email correspondence and follow-ups;
- Uphold strict confidentiality and information security protocols for all records and sensitive data handled;
- Support document control and audit trails by retrieving and compiling information requested by management;
- Provide administrative support to the Directorate's management team and officers to ensure smooth operations;
- Assist with event coordination and manage logistics for meetings, workshops, and other activities;
- Ensure administrative tasks comply with the Authority's standards and procedures; and
- Undertake any other duties and responsibilities effectively and undertake other assignments as reasonably directed by the Director General, Director (Regulatory Affairs), 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 a recognised diploma at MQF level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Administration, Management, Business, or a related field that provides knowledge directly relevant to the role, plus one (1) year of relevant work experience; or

   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, plus three (3) years of relevant work experience;

ii. Be in possession of an ICDL Workforce or ECDL Standard certificate;

iii. Have strong verbal and written communication skills in both Maltese and English; and

iv. Have a clean police conduct certificate, not older than six months from the date of this call for applications.

* A recognised qualification comparable to 60 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Knowledge, Skills and Competences

- Able to work independently with minimal supervision and collaborate effectively as a dependable team member;
- Demonstrate strong written and verbal communication skills, maintain a professional telephone manner, and handle all inquiries courteously;
- Skilled in managing multiple administrative tasks, including preparing clear and concise meeting minutes;
- Highly organised and methodical in prioritising workloads, with a proven ability to multitask and meet tight deadlines;
- Competent in record-keeping using databases and spreadsheets, with proficiency in Microsoft Office applications such as Word, Excel, Outlook, and Teams, or similar software;
- Demonstrate strong problem-solving skills and a flexible approach to supporting the broader needs of the Directorate; and
- Detail-oriented with a strong commitment to accuracy, confidentiality, discretion, and professional integrity.

Working Conditions

- Expected to work flexible hours to meet accountabilities and attend to work after office hours, as may be required;
- May be required to travel on official Authority purposes;
- Required to hold and maintain a clean police conduct;
- Abide by rules and regulations issued by the MCCAA;
- Consult with the management team as may be required;
- Must maintain a professional approach at all times and uphold the values of the Authority; and
- Expected to keep 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@mccaa.org.mt. Applications are to include a motivational statement clearly quoting the position being applied for, an updated Curriculum Vitae, copies of the relevant qualification certificates, MQRIC formal recognition statement(s) where applicable, and a clean police conduct certificate not older than six months. The closing date for the receipt of applications is **13th November 2026, end of business**.

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