

VACANCY
Executive Secretary

The Embassy of the Republic of Malta to Ireland is seeking to recruit an Executive Secretary.

Flexibility, motivation, readiness to work out of office hours and working days, and a good command of English are necessary for the position. These, together with the ability to perform the duties described below, will be the main selection criteria. Experience is an asset.

Candidates are invited to submit their interest and CV to maltaembassy.dublin@gov.mt by 11 June 2024. Applications will be treated in strict confidentiality. Short-listed candidates will be invited for an interview, at which original certificates may be requested. Selected applicants will be required to sign a confidentiality agreement. Competitive conditions are on offer for the suitable candidate.

Duties

- Assist the Head of Mission with administrative tasks
- Draft correspondence
- Manage the calendar
- Monitor the generic and consular email accounts
- Curate social media
- Answer incoming calls
- Report from meetings
- Deal with Embassy clients
- Process visa, passport and citizenship applications
- Process registrations, legalisations and any other related tasks
- Consular archives
- Consular revenue and Embassy accounts
- Procurement including obtaining quotations when necessary
- Assist diplomats with administrative tasks
- Any other duties as may be reasonably required from time to time

This list is not exhaustive and may be modified from time to time in accordance with exigencies of the Embassy. Officers could be given additional and ad hoc tasks by Embassy authorities.