
Position of Support Staff (Clerical)

Nomenclatures denoting the male gender include also the female and any other gender.

1. Introduction

The Chief Executive Officer of Aquatic Resources Malta invites interested individuals to apply for the vacant position of Support Staff within the Agency.

The Support Staff will provide support in the execution of tasks within the departments of Aquatic Resources Malta reporting to the Chief Executive Officer and/or his delegate.

The Support Staff may be required to work under pressure and unsupervised.

2. Duration of Assignment and Conditions

The position of Support Staff is a full-time position, on an indefinite contract basis, and subject to a probation period of six (6) months.

3. Duties

The responsibilities and duties of the Support Staff may include inter alia:

Administrative Support:

- Assist in filing, data entry, and document preparation.
- Handle incoming and outgoing mail.
- Maintain office supplies and equipment.

Operational Support:

- Assist in the execution of day-to-day operational tasks.
- Prepare meeting rooms and arrange materials as required.
- Help in organizing events and activities.



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Logistical Support:

- Assist in receiving and dispatching deliveries.
- Support in the maintenance of inventory records.
- Help with the setup and breakdown of equipment and materials.

Customer Service:

- Greeting and assisting visitors in a courteous and professional manner.
- Answer phones, take messages, and transfer calls as needed.
- Provide general information and directions to visitors and staff.

Facilities Management:

- Assist in maintaining cleanliness and orderliness in workspaces.
- Report any maintenance issues or safety hazards promptly.
- Support in setting up and maintaining office facilities.

Human Resources and Finance:

- Assist in administrative tasks related to HR and Finance
- Prepare basic reporting
- Processing of Purchase Orders and follow up on outstanding payments

Any other duties that may be assigned by the Chief Executive Officer and/or his delegate.

4. Eligibility requirements

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

- a. citizens of Malta; or
- b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or



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- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”; or
- f. in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identita` should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

4.2 Furthermore, by the closing time and date of this call for applications, applicants must possess:

- a) A recognised qualification at MQF Level 3 and/or City and Guilds Certification; or
- b) Commendable school leaving certificate or equivalent, plus 1 year work experience; and
- c) A clean driving licence

5. Submission of documentation

For full consideration of applications, candidates are required to submit the following documentation:

- A detailed Curriculum Vitae (CV);
- Copies of all relevant certificates for academic or school leaving certificates; and,
- A copy of a valid and clean driving license.

Applications that do not include all the required documentation by the specified deadline will not be considered.



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Original certificates and/ or testimonials are to be produced for verification at the interview.

6. Selection procedure

Eligible applicants will be interviewed by the Interviewing Board to determine their suitability for the position.

7. Salary

The gross salary for the position of Support Staff is between €16,309 per annum for 2026 and is a Grade 6 position within the Aquatic Resources Malta salary structure. Grade 6 also carries a €500 ARM allowance per annum.

8. Submission of applicants

A detailed C.V. together with the relevant documentation indicated under Section 5 of this call are to reach the **Chief Executive Officer** by not later than **noon** (Central European time) **Friday 14th August 2026**. Submissions may be done electronically at hrvacancies.arm@gov.mt.

Incomplete applications and/or applications that are received after the closing date and time (i.e. late applications) will not be considered.



Dr Francis Fabri
Chief Executive Officer



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