

## Administration Officer 4 (Data Management)

**Number of Posts:** 1

**Contract Type:** Full-time Indefinite

### Job description

The National Statistics Office is looking for skilful individuals who are keen to embark on a statistical career with specialisation in Data Management as an Administration Officer 4. The prospective employee will be recruited on a full-time indefinite contract basis and will be deployed within the Data Management Unit or any other unit according to the exigencies of the Office.

Besides very good written and verbal communication skills in the English language and any other Official European Language; preferably Maltese, the successful candidate must have:

- Good knowledge of Microsoft Office applications (preferably qualified with a European Computer Driving License - ECDL);
- Sound numerical and IT skills;
- The ability to work in a team and on individual projects; and
- The ability to plan and manage multiple projects within the stipulated deadlines.

### Responsibilities:

[The full job description may be viewed here](#) . The key responsibilities of an Administration Officer 4 with specialisation in Data Management include:

- Assist in the coordination and supervision of surveys carried out by the NSO;
- Conduct regular data verification, quality controls and data audits;
- Participate in interviewers' training briefings and assist them in day-to-day queries;
- Send questionnaires and update response;
- Assist the unit in other administrative / clerical tasks.

### Requirements:

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

- A recognised Certificate at MQF Level 4 in a relevant subject area

OR

- Two (2) Advanced Level subject qualifications relevant to the post, together with ten (10) years, or equivalent, of relevant experience.

Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

Prospective applicants are also kindly requested to read and abide by the following [eligibility requirements](#).

### **Training provided**

NSO employees are provided one-to-one on job training and mentorship. Other training initiatives include yearly Information Security tuition, Public Service training programmes, European Statistical Training Programmes and tailor-made training programmes.

### **Salary**

The position of an Administration Officer 4 offers an annual starting salary of €23,372 for the year 2023, rising by annual increments subject to a positive performance review. This remuneration excludes qualification allowances and any overtime pay, which is reimbursed separately on an ad-hoc basis, as need arises.

### **Any assistance with accommodation/relocation**

None

### **Any other benefits:**

The NSO strives to offer:

- A friendly working environment;
- Reduced summer working hours;
- Family friendly measures and work-life balance;
- Health insurance coverage;
- Flexible working arrangements;
- Training and incentives for continuous development;
- Automatic career progression;
- Hybrid working; and
- Opportunities for pursuing further studies including scholarships.

### **How will the interviews be held?**

All applications received will be acknowledged. Thereafter, shortlisted candidates will be invited for a virtual interview of approximately 60 minutes.

Interviews are held in English and via Microsoft Teams video calls.

Present at the interview are usually 3 members of the interviewing board, plus an HR member acting as rapporteur. Interviews include a discussion about the role, the candidates' technical knowledge and competence related to the role, in certain cases an improvisational test scenario related to the role, and an assessment of the candidates' background and experiences as conveyed within their CV.

**To apply:**

Interested applicants can submit the following documentation in English by email to [eures.recruitment.jobsplus@gov.mt](mailto:eures.recruitment.jobsplus@gov.mt):

- a) Updated Curriculum Vitae and cover letter;
- b) Official academic qualifications, including transcript of results;
- c) A filled in scanned document of the Malta Statistics Authority Consent Form, available from the following [link](#); and
- d) A recent police conduct (issued within the last 6 months).

**Closing date for application is noon (CET) Friday 26 January 2024.**

***Join our growth, be part of NSO!***

The National Statistics Office (NSO) is the executive arm of the Malta Statistics Authority. It is responsible for the collection, compilation, analysis, and publication of a wide range of statistical information and related matters.