



## Call for Application for the post of Driver & Delivery Person (Part-Time - mornings)

The Malta Union of Teachers is seeking to recruit a Part-Time Driver & Delivery Person to work at its premises and support operational needs.

### Qualifications and Requirements

- Possess a valid driving license (Category B).
- Have at least 3 years of experience in driving in Malta and delivery operations.
- Be able to perform basic storekeeping tasks (inventory management, stock control).
- Have basic maintenance skills (minor repairs, upkeep of equipment).
- Be physically fit and capable of handling goods safely.
- Be computer literate for basic inventory and reporting tasks.
- Communicate effectively in Maltese and/or English
- Maintain a positive and professional attitude.

### Application Process

Candidates should submit:

- A completed application form (included).
- A Curriculum Vitae (European CV format).
- A Certificate of Conduct (issued by the Police within the last three months).
- Copies of any relevant certificates and/or qualifications.
- Copy of the driving license
- Copy of a valid working permit (if applicable)

Applications may be sent by email to [info@mut.org.mt](mailto:info@mut.org.mt) or delivered by post to:

The Chairperson Selection Board  
Malta Union of Teachers  
759, St. Joseph High Street  
Hamrun

Applications will be received by 9<sup>th</sup> January 2026 at noon. Late applications will not be considered.

For further details, please visit [mut.org.mt](http://mut.org.mt)



### **Further Information**

The selected candidate shall be employed on conditions determined by Malta Union of Teachers and will report to the MUT President or their delegate.

### **Responsibilities**

- Prepare goods for delivery, including packing, labeling, and verifying orders
- Safely operate vehicles for deliveries and collections.
- Ensure timely and accurate delivery of goods.
- Maintain delivery logs and records.
- Assist in loading and unloading goods.
- Manage store inventory, including receiving, storing, and issuing items.
- Monitor stock levels and report shortages promptly.
- Perform basic maintenance of vehicles and equipment.
- Perform minor building repairs and assist in general upkeep of premises when required.
- Assist in organizing and maintaining store shelves and storage areas.
- Maintain cleanliness and orderliness in the workshop, store and delivery areas.
- Run errands as required, including purchasing items when necessary.
- Transport staff safely to designated locations as required.
- Ensure punctuality and maintain professional conduct when driving passengers
- Ensure vehicles are kept clean and in good condition at all times.
- Report any mechanical issues or damages promptly
- Coordinate vehicle servicing and inspections as required
- Handle cash or documents during deliveries when necessary
- Follow all traffic regulations and health and safety regulations at all times.
- Perform other related duties as assigned by the President, Officials and Council.

### **Conditions of Work**

- 20 hours per week Monday to Friday (mornings)
- Entitled to leave provisions as established by law.
- Employed on an indefinite contract subject to a probationary period as established by law.
- Be entitled to bonus payments as established by law
- Receive a salary of €9854 per annum.