



**Call for Application**  
**Post of Office Clerk (Part-time)**

1. The Malta Union of Teachers is seeking to recruit a **part-time Office Clerk (10 hours weekly, flexible)** to work at its offices in Ħamrun.

2. Applicants are expected to be in possession of:

- at least 6 Ordinary Level/SEC (MFQ 3) exams and at least a pass in 1 Advanced Level (MQF 4) exam
- OR
- a full qualification at MQF 5 (Diploma)

3. Applications will also be considered from candidates who do not possess the requested qualifications in the area but have accumulated at least 5 years relevant working experience. A reference letter shall be presented in this case.

4. Applicants are expected to be computer literate with the ability to use Office software.

5. Candidates should submit the completed application form (included), a Curriculum Vitae (European CV Format), a Certificate of Conduct (issued by the Police in the last six months immediately preceding the closing date) and copies of their certificates and/or qualifications.

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

Malta Union of Teachers  
759, St. Joseph High Street, Ħamrun HMR1016, Malta

7. Applications will be received by Friday 12<sup>th</sup> June 2026 at noon. Late applications will not be considered.

8. For further details visit the website [www.mut.org.mt](http://www.mut.org.mt)



## Further Information

### **Call for Application for the Post of Clerk (Part-Time) issued by the Malta Union of Teachers on 4<sup>th</sup> June 2026**

The Clerk will be under the direct responsibility of the President of the Malta Union of Teachers (MUT), and/or other Union Officials as directed by the President.

The selected candidate must:

- Possess relevant qualifications and/or experience
- Communicate effectively in Maltese and in English
- Be an effective team worker
- Possess a positive and friendly attitude
- Work without constant supervision
- Respect deadlines
- Act quickly and calmly
- Handle pressure and deal with difficult timeframes
- Recognize when situations need to be referred and decide which information needs to be relayed
- Possess a working knowledge of office digital tools and software
- Be organised, methodical, and gives attention to detail
- Interact with colleagues and the general membership in a courteous and professional manner as well as understand accepted office procedures
- Handling sensitive information with discretion and confidentiality according to GDPR

## Responsibilities:

The responsibilities of the selected candidate include:

- Data entry and updating of records, databases, and filing systems
- Preparing, photocopying, scanning, and filing documents
- Drafting and handling routine correspondence (letters, emails, forms)
- Responding to enquiries via telephone, email, and in person
- Maintaining accurate and well-organised office records
- Processing applications, registrations, orders or requests received
- Checking information for completeness and accuracy
- Updating personal details and maintaining membership records
- Receiving, logging, and processing orders or requests
- Maintaining registers or logs related to membership, orders, requests, or services
- Tracking the status of requests and ensuring follow-up when required
- Chasing debtors and members falling in arrears
- Preparing basic reports or summaries for internal use
- Supporting MUT Officials and colleagues with day-to-day office tasks
- Assisting in the organisation of meetings, events, or activities



- Assist in reception duties, when required, in liaison with the President and/or other Union Officials
- Promote the services of the MUT, Fondazzjoni Sagħtar and their premises
- Undertake any other related duties as directed by the President of the MUT, and/or other Union Officials

#### **Conditions of Work:**

The conditions of work of the selected candidate are as follows:

- Work on a part-time basis – 10 hours a week on a flexible schedule Monday to Friday between 8am and 4.30pm (winter) and 8am and 1.30pm (summer)
- 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 €12.22 per hour