

Expression of Interest: Administrative Support Officers in State Colleges

The Ministry for Education and Sport notifies that applications are being received from interested persons willing to provide their services on a **“Contract for Service”** basis as Administrative Support Officers within State Colleges.

- Applicants must be Maltese nationals or third-country nationals who can communicate fluently in Maltese and English.
- Eligible applicants should have experience in school administration.
- Applicants must work up to a maximum of twenty (20) hours of service per week. Remuneration will be up to €20.00 per hour (excluding VAT).
- Applicants must have proven work experience in school administration. Applicants who had a headship position or were members of the Senior Leadership Team within a school will be given preference.
- Other applicants who have previous management or administrative positions and hold a Bachelor’s degree or an equivalent qualification can also apply for the post.
- Applicants must send a recent police conduct report, dated within the last six months from the date of expression of interest.
- Eligible applicants must sit for an interview and bring their original certificates.

Major Duties shall include:

- Administration and management duties at the Office of the Head of College Network.
- Dealing with and following customer care cases and meeting with parents who call to submit out-of-locality registrations and school transfers.
- Assist with the organisation of CoPE and School Development Planning (SDP) in College Schools.
- Taking minutes during College meetings and the College of Heads.
- Assistance to the finance and administration officers and schools in their inventories and other related tasks.
- Assistance in logistics, in connection with the Breakfast Club.
- Assistance in the logistics, in connection with School transport services.

- Prepare timetables related to Peripatetic Teachers within Primary Schools.
- Prepare a schedule related to the Curriculum time for KGEs in Primary Schools.
- Assist in assigning the LSE Relievers according to the exigencies of the day.
- Assist College HoDs in holding meetings.
- Other tasks as may be required and assigned by the Head College Network.

Enquiries about specific services required and conditions can be made by email to dg.des.educ@gov.mt or by calling 25982502.

Expressions of Interest will be received on <https://edurecruitment.gov.mt> until **noon on Friday 18th September 2026.**