

## Job Opportunities



Position Title	External Communications Administrator
Location	Malta Enterprise
Team	External Communications
Salary Scale	A3
Reporting Relationship	The postholder will report directly to the Team Leader and/or Delegate

### Job Description

The selected candidate will be supporting the current staff compliment in everyday tasks freeing time for PR/Marketing team to handle more strategic work especially on international promotion and more strategic promotion nationally.

In collaboration with the External Communications interns the new team member will coordinate the recording and archiving of all ME references on newspaper/audiovisual media/ social media presence and developing ME's yearly compendium as developed by the Communications department.

The new team member will be responsible of archiving a structuring an internal filing system of all texts/speeches and narratives utilised by the ME comms team.

Another responsibility will be the upkeep and management of the ME Youtube channel.

The administrator would also be assisting in minute taking in both internal and external meetings as required and also in the reporting process on the External Communications department yearly plan.

The new team member shall also be assisting the team leads responsible for devising new tailor-made campaigns and their management.

The administrator shall oversee the day to day running of both the Start in Malta website and the Start in Malta social media pages upkeep including the drafting of articles for StartinMalta portal and the coordination of StartinMalta startup/investor ecosystem builder tool

The selected applicant will also help in PR work including the drafting and scheduling of run of the mill social media posts, desktop research on ad hoc subjects/topics as needed and will also help with writing of articles/texts in English and Maltese.

## Values

### Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

### Creativity

Develop an open and creative mindset that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders
- Reduce unnecessary bureaucracy
- Automate internal procedures

### Customer-Centricity

Adopting a client centric mindset whilst being committed to our Client's success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

## Work Aptitude

Minimum Required:

- Orderly & Efficient
- Practical & Mechanical
- Creative & Artistic

## Behavioural Dimensions

- The role requires the post holder to be comfortable handling routine or repetitive work at a steady pace and to deliver reliable, consistent performance as well as the creation of harmonious relationships. Success depends on being able to defuse tensions and to be diplomatic, supportive, empathic and understanding, and without a need to take tough decisions or to meet tight deadlines.
- The role requires the post holder actively to enable others to participate in the decision making process and to be calm under pressure, as well as steering, or helping to steer, people from different backgrounds, roles or hierarchical positions towards some common goal. Success depends on taking a consultative approach, plus the ability to keep an open mind, seek consensus and develop or to make good use of others' skills.

## Minimum Requirements

- Verbal and written proficiency (Level C) in English; and
- MQF L6 (Bachelor's) in Communications or a related area; or
- MQF L5 (Diploma) in Communications or a related area and 2 years relevant working experience (Communications office, Office work, upkeep of systems, liaison with media houses and PR firms); or
- 5 years' relevant experience working (Communications office, Office work, upkeep of systems, liaison with media houses and PR firms)

Preference will be given to candidates having experience with copywriting in both Maltese and English, work in a Communications/ Marketing/PR firm

*Disclaimer: This position description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties and responsibilities. These are subject to change as needed by management/work exigencies.*