

# Career Opportunity

## Clerk (Part-time)

Jobsplus Permit Number 102/2026

### WHO WE ARE

The Office of the Arbiter for Financial Services is an autonomous and independent body setup in terms of Act XVI of 2016. It has the power to mediate, investigate and adjudicate complaints filed by customers against financial services providers. Further information is available at [financialarbiter.org.mt](http://financialarbiter.org.mt).

We are currently looking to recruit a **Clerk** on a part-time basis at the earliest opportunity.

### THE JOB VACANCY

We are seeking a highly organised Clerk to support our office operations and provide general secretarial and administrative support. We are looking for candidates on a part-time basis (at least 12 hours per week, which may be extended to 20 hours, subject to work exigencies). Excellent reading and writing skills in English and Maltese are required. Proficiency in Microsoft Office applications is also necessary. The post requires the candidate to attend to her duties in person, although occasional remote working may be allowed. Initial and ongoing training will be provided.

### KEY RESPONSIBILITIES

- Provide general secretarial duties.
- Answer and direct phone calls, respond to email inquiries, and greet visitors.
- Handle incoming and outgoing mail.
- Any other administrative and general duties as required.

### REQUIRED SKILLS & QUALIFICATIONS

- Excellent Maltese and English communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Certification in secretarial studies or a minimum of one-year of work experience in administrative roles.
- At least three (3) 'O' levels, with Maltese being one of the languages sat for.
- ECDL Certification or proof of adequate computer literacy.

- Strong organisational skills with attention to detail and accuracy.
- Ability to handle confidential information with integrity.

### **DESIRED ATTRIBUTES**

- Self-motivated with the ability to work independently and as part of a team.
- Strong time management skills to meet deadlines in a fast-paced environment.

### **THE APPLICATION PROCEDURE EXPLAINED**

Applicants who wish to apply for this position are kindly requested to email their CVs to [geoffrey.bezzina@asf.mt](mailto:geoffrey.bezzina@asf.mt) by no later than 14 February 2026. The subject of the email should include the Jobsplus Permit Number 102/2026. Applicants who do not meet the minimum requirements above should not apply. Prospective candidates will be invited to an interview, which may include a simple proficiency test in Maltese and English.

### **SALARY AND BENEFITS**

The Office provides its employees with a competitive salary and private health insurance that includes hospital benefits for their spouses and children who still live in the same household. Additionally, employees who commute to work can access ample parking near our offices.

### **EQUAL OPPORTUNITIES**

The Office is committed to a policy of equal opportunity in all aspects of employment and will take care to avoid any form of discrimination in its recruitment procedures.

### **DATA PROTECTION**

The Office will ensure that candidates' personal data are processed in accordance with the Data Protection Act and that it is not processed for any purpose incompatible with the information collected. This applies, in particular, to the confidentiality and security of such data.

*Issued on 4 February 2026*

