

# Career Opportunity

## Clerks (Part-time)

Jobsplus Permit Number 507/2026

### 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 **Clerks** on a part-time basis at the earliest opportunity.

### THE JOB VACANCY

We are seeking highly organised Clerks to support our office operations and provide general secretarial support. We are looking for candidates for part-time roles (at least 10 hours per week, but may be increased subject to work exigencies). Excellent reading, writing, and word-processing skills in English and Maltese are required. Proficiency in Microsoft Office applications is also necessary. The post requires the candidate to perform her duties remotely, although occasional in-person attendance may be required. Initial and ongoing training will be provided.

### KEY RESPONSIBILITIES

- Transcribe audio recordings.
- Handle incoming and outgoing mail.
- Any other administrative, secretarial and general duties as required.

### REQUIRED SKILLS & QUALIFICATIONS

- Excellent Maltese and English communication skills, both written and verbal.
- Proficiency in the use of MS Word or other similar word processing software.
- 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). The subject of the email should include the Jobsplus Permit Number 507/2026.

Applicants who do not meet the minimum requirements above should not apply.

Prospective candidates will be invited to an interview, which may include a brief proficiency test in Maltese and English and a test of word-processing skills.

### **SALARY AND BENEFITS**

The Office provides its employees with a competitive remuneration package and private health insurance that includes hospital benefits for their spouses and children who still live in the same household.

### **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 24 June 2026*

