

Job Description	Administrator (Technical Projects)
Date	June 2026
Grade	7 (Definite)
Purpose of the Position The Administrator (Technical Projects) will provide structured administrative and operational support across a range of technical projects managed by the National Skills Council. Under the direction of the Director (EU & International Relations), the role coordinates project documentation, procurement, logistics, stakeholder communication, scheduling, reporting, and budget tracking. The role supports the successful implementation of projects within set timelines and ensures adherence to internal procedures and funding requirements. It also includes preparing presentations, coordinating meetings and workshops, and following up on deliverables. The role requires a proactive, detail-oriented individual with strong organisational skills and the ability to adapt to shifting priorities. This role will embody and promote the core values of the NSC: • Emotional intelligence: Awareness and management of self and others, including emotions, feelings, and behaviours. • Growth mindset: The intrinsic motivation to identify and pursue personal and professional development opportunities. • Integrity: Upholding strong moral principles with honesty and ethical behaviour. • Trust: Creating a safe, comfortable space with an honest, open-door policy, encouraging employees to share ideas, receive constructive feedback, and support one another.	
Core Deliverables/Accountabilities 1. Skills ecosystem: Keep abreast of policies, targets, and legislation relevant to skills, education, and labour market developments. 2. Policy Monitoring Support: Assist in monitoring the National Skills Strategy and reporting on any strategies that the Council has been entrusted with, whilst supporting the drafting of policy papers, reports, and other official documents. 3. International Collaboration: Facilitate cooperation in education and skills development through participation in meetings with third parties, minute-taking and any follow up, as needed. 4. Event Organisation: Assist in organising meetings, workshops, and conferences. 5. Data Collection and Analysis: Support collating data on labour market and skills to support the implementation of technical projects, for the evaluation of project impact and to support decision-making 6. Support the Senior Director in developing strategic initiatives and policy recommendations.	



7. Quality Assurance: Ensure alignment with the Council's quality standards, public service standards as well as EU objectives and standards, as necessary.
8. Provide administrative support related to EU technical affairs and research projects, including handling procurement and basic financial processes, ensuring timely delivery
9. Provide general office administrative support, including maintaining filing systems (physical and digital).
10. Support meeting scheduling, correspondence, and documentation.
11. Assist in managing project timelines and deliverables across initiatives.
12. Attend training and conferences for professional development.
14. Support managers in reporting to stakeholders.
15. Prepare for technical meetings with internal departments and external stakeholders.
16. Collaborate with relevant managers for departmental feedback.
17. Assist boards and committees as necessary
18. Undertake other tasks as directed by the Director, Policy & International Affairs and the Senior Director (Policy & Technical Affairs), as may be required.
19. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Executive Chairman.

Competencies and Relevant Qualifications

Essential

1. Qualification and Experience

- MQF Level 7 qualification in Administration, Project Management, Social Policy, Social Science, Arts & Humanities, European Studies or an appropriate, recognised, comparable qualification and 1 year relevant work experience, OR
- MQF Level 6 qualification or higher in Administration, Project Management, Social Policy, Social Science, Arts & Humanities, European Studies or an appropriate, recognised, comparable qualification and 2 years relevant work experience, OR
- MQF Level 5 Award or higher in Administration, Project Management, Social Policy, Social Science, Arts & Humanities, European Studies or an appropriate, recognised, comparable qualification and 3 years work experience in administrative roles.

With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The application form may be downloaded from the MQRIC



section on the Malta Further and Higher Education website (www.mfhea.org.mt). Such a statement should be attached to the application, and the original presented at the interview.

2. Demonstrated proficiency in the use of digital tools and technologies.
3. High levels of confidentiality, professionalism, and integrity.
4. Ability to work effectively within a team and maintain positive working relationships
5. Able to work under pressure.
6. Strong attention to detail and accuracy.
7. Confidentiality, respect, and a good working relationship with other employees.
8. Strong organisational and planning skills, with the ability to prioritise tasks.

Asset

1. Ability to manage multiple projects and deadlines effectively.
2. Takes initiative and adopts a positive 'can-do' approach.
3. A mindset oriented towards continuous improvement, testing, and learning

Line Management

Reports to: Director (EU & International Relations)

Liaises with: Members within the Policy & Technical Affairs Department

Working Conditions

1. Full-time, 40 hours per week, during normal office hours and conditions.
2. Occasional travel abroad required for conferences, training, professional development, and networking.
3. As per NSC Terms of Employment Handbook.

NOTE: This job description is not exhaustive, and amendments and additions may be required in line with future changes in policy, regulation, or organisational requirements.

