



L-Awtorità tax-Xandir  
MALTA  
Broadcasting Authority

**Call for Applications:  
Office Assistant (Full Time)**

The Broadcasting Authority is seeking to fill the post of  
Office Assistant (Full Time)

*Duties and Responsibilities:*

The ideal candidate shall be required to:

- carry out messengerial duties;
- undertake car driving duties;
- undertake basic maintenance and repair tasks.

*Skills and Qualifications:*

Applicants must be in possession of:

- a clean driving licence;
- a clean police conduct certificate;
- a school leaving certificate (MQF Level 1);
- have basic computer skills.

Applicants must submit a letter of application together with a  
detailed copy of their CV by:

- e-mail to **administration.ba@ba.org.mt**
- not later than **noon, Wednesday, 24th October 2018.**

**Late applications will not be considered.**

A detailed job description is to be found on the Broadcasting  
Authority's website: <http://www.ba-malta.org>

*The Broadcasting Authority is a constitutional entity which regulates, licences and  
monitors all radio and television broadcasts originating from the Maltese Islands.*

Broadcasting Authority  
7, Mile End Road, HAMRUN HMR 1719, Malta.  
Telephone: +356 2201 6000





### **Job Title: Office Assistant**

**Job Purpose:** To provide transport assigned by Chairperson and BA officials. To ensure a prompt and efficient distribution of all office correspondence and to perform messengerial duties. To ensure upkeep and basic maintenance of the BA main office and other properties.

#### **Main responsibilities:**

##### **Driver and handyperson**

- To provide transport services to Chairperson and other BA officials.
- To perform internal and external duties as a messenger and to undertake car driving duties, as and when necessary.
- Clean the Authority's cars and ensure that the cars are well maintained and serviced and keeps interior of vehicle neat and orderly.
- To collect and distribute mail to and from the various offices.
- Personally deliver all the agenda, minutes and accompanying documents to the members of the Authority and other outgoing mail.
- Assist with office and meeting room arrangements for various meetings or Board meetings.
- Ensuring that offices are maintained and kept up to date.
- To operate office equipment including photocopiers, document binding equipment, etc.
- To ensure that photocopiers, binding machines and other similar equipment (excluding IT hardware) are fully functional and adequately stocked with the necessary supplies eg. paper, ink etc.
- To purchase office supplies.
- To stand in instead of receptionist and to perform switchboard operation duties and the handling of telephone calls when necessary.
- To perform basic maintenance jobs and repairs, accompany and assist third party personnel on periodic maintenance and repairs of lifts, air conditioning and other ordinary repairs.
- To undertake minor items of repair and maintenance including minor repair of fixtures and fittings.
- To perform any other duty assigned by Superiors and which is pertinent to the duties normally carried out within the Broadcasting Authority.

#### **Requirements**

Candidates must be in possession:

- School leaving certificate MQF level 1
- Valid Driving Licence and have good driving skills, ability to operate a passenger vehicle safely and efficiently and ability to manage time and routes
- A clean police conduct certificate
- Basic Knowledge of health and safety procedures
- Literacy and numeracy skills sufficient to check delivery notes, letters, etc.
- Basic knowledge of written and spoken Maltese and English
- Good grooming and personal hygiene with clean and proper dress are expected. A uniform will also be provided.
- Will be required to drive and undertake other duties outside of regular office hours



**Remarks:**

The list of main duties and responsibilities appearing in this job description is not necessarily exhaustive.

The job holder shall carry out his/her duties as directed by the Superiors.

**Salary (BA Scale 8)**

€ 14,300 x € 298 - € 16,088

**September 2018**