

OFFICE OF THE ATTORNEY GENERAL

Admiralty House, 53
South Street
Valletta

Vacancy Title: Junior Administrators

Reference: 389018

Job Type: Full Time

Location: Il-Belt Valletta, Malta

Closing Date: 31st January 2023

General Information

In possession of an Advanced Level of education at MQF level 4 or ECDL Advanced or any equivalent @MQF Level 4. Proficient in Maltese and English.

Applicants must be

In possession of an Advanced Level of Education at MQF Level 4

AND

Proficient in Maltese and English

Duties— Criminal Registry

1. Preparing and typing list of witnesses and all necessary documents with regards to bill on indictments. Checking list and all relative documentation with respective lawyers before filing in Court
2. Issuing Prison Permits for the General Public (typing and get authorisation from lawyers)
3. Dealing with the general public and police offices regarding all queries of process verbal and preliminary investigations. In many cases, photocopies have to be done.
4. Receiving and signing for applications received from court, register and forward to respective lawyers, send back to Court with the relative AG's reply.
5. Organising and keeping in order Archives at our office with regards to Processi Verbali
6. When head of section or any other officers in our section are absent their daily routine work has to be done as well due to deadlines.

Other remarks:

Parastatal

Profiles ISCED Level: Post-secondary non-tertiary education - Level (4)

Subject	Level	Grade
Maltese	Knowledgeable	N.A.
English	Knowledgeable	N.A.

Qualification

Quantity

A-Level

1

Past Experience

Occupation	Experience (months)
Administrative Officer	0

Driving Licenses

No Driving Licences

This vacancy does not require any driving licences.