



Situation Vacant

Reading Room Assistant

The Reading Room Assistant will be employed with the Notarial Archives Foundation (NAF) as the operator of the Notarial Registers Archive (NRA), which forms part of the National Archives of Malta (NAM). The successful candidate will work within the Knowledge Department and will assist in the day-to-day running of the activities of the Department. The Reading Room Assistant will access documents from the NRA Repository and the temporary off-site storage facility and will assist in the cataloguing process of the NRA collection and of any new accessions. The Assistant shall also assist in Reading Room activities and supervise the work of volunteers and students.

The successful candidate must:

- Possess a Bachelor degree at MQF Level 6 in any subject within the Humanities, Heritage, or Conservation;
- Be in possession of a Category B driving licence;
- Have manual dexterity and strong problem-solving and communication skills;
- Be flexible and can work independently as well as part of a team;
- Be proficient in the English language, both written and verbal. Fluency in the Maltese language will be regarded as an asset.

Interested candidates are invited to submit:

- A detailed updated CV;
- A cover letter outlining their qualifications, experience, and enthusiasm for the position;
- A scanned copy of certificates.

Applications should be emailed to admin@nafmalta.org by no later than **noon (GMT+1) on 30th July 2025**.