



Situation Vacant

Office Administrator

The Office Administrator 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 Office Administrator will work within the Administration Department and under the supervision of the Assistant Director. The chosen candidate's responsibilities will include bookkeeping, the processing of payroll and invoices, and the drawing up of financial and administrative reports. Furthermore, the role shall oversee Human Resources (HR) administration, the updating of policies, and the preparation of progress reports.

The successful candidate must:

- Possess a Matriculation Certificate at MQF Level 4 recognised by MQRIC;
- Possession of a diploma, award, or experience in finance, bookkeeping or HR will be considered an asset;
- Be proficient in Microsoft Office and Google Workspace;
- Possess strong multitasking abilities, have organisational and multi-tasking skills, and be highly attentive to detail;
- Be proficient in English and Maltese, both written and verbal.

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 recruitment@nafmalta.org by no later than **noon (GMT +1) on Sunday 2nd August 2026**.