



Situation Vacant

Outreach Assistant

The Outreach 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 Administration Department and will report to the Media and Outreach Officer. The role supports the Foundation's communications, editorial, and public programming activities. Key responsibilities include developing written and social media content, coordinating and supporting public events, preparing reports, proofreading and editorial review, and liaising with speakers, partners, researchers, and other stakeholders. The position is being offered on a part-time basis.

The successful candidate must:

- Possess a Degree (MQF Level 6) in History, or any other related subject within the Humanities, or be in the process of acquiring such qualification;
- Familiarity with the NRA collection will be considered an asset;
- Proficiency in Microsoft Office and Google Suite;
- Possess strong organisational, time management, and multi-tasking skills;
- Possess strong problem-solving, communication, and team-working skills;
- 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, including MQRIC recognition statements for foreign qualifications.

Applications should be emailed to recruitment@nafmalta.org by no later than **12:00 noon (GMT+2) on Friday 16 October 2026**.