



## **Post of Administrator with Legal Aid Malta Agency**

*Jobsplus Permit Number 321/2021*

Legal Aid Malta invites applications for the post of Administrator (Accounting and Administration) within our Agency.

*Required Qualifications:*

- Diploma in Business Administration at MQF level 5 from a recognised institution in Malta.
- Certificate in ECDL

Candidates with experience in finance and /or administration will be given preference.

Copy of the job description and other information may be obtained by sending an email on [hr.legalaidmalta@gov.mt](mailto:hr.legalaidmalta@gov.mt).

A *curriculum vitae* and a covering letter in the contents of the email for the above mentioned post **will be received latest by 1st July, 2021** quoting *LAM22/2021* in the subject title of the email sent at: [hr.legalaidmalta@gov.mt](mailto:hr.legalaidmalta@gov.mt). Late applications will not be considered.



## **Vakanza ta' Amministratur fl-Aġenzija Legal Aid Malta**

*Jobsplus Permit Number 321/2021*

Legal Aid Malta tilqa' applikazzjonijiet għas-sejha ta' Amministratur (Kontijiet w Amministrazzjoni) fl-Aġenzija.

*Kwalifiki meħtieġa:*

- Diploma fil-*Business Administration* fl-livell 5 tal-MQF minn istituzzjoni rikonoxxuta f'Malta.
- Ċertifikat fl-ECDL

Kandidati bl-esperjenza fil-finanzi u/jew amministrazzjoni jingħataw preferenza.

Kopja tad-deskrizzjoni tax-xogħol w informazzjoni oħra tista' tinkiseb billi tintbagħat email fuq [hr.legalaidmalta@gov.mt](mailto:hr.legalaidmalta@gov.mt).

*Curriculum vitae* w ittra t'akkompanjament fil-kontenut tal-email għas-sejha hawn fuq imsemmija jintlaqaw **sa mhux aktar tard minn mill-1 ta' Lulju 2021** billi tikkwota *LAM22/2021 fit-titolu tas-suġġett tal-email* li għandha tintbagħat fuq: [hr.legalaidmalta@gov.mt](mailto:hr.legalaidmalta@gov.mt). Applikazzjonijiet lil jasl tard ma jiġux ikkunsidrati.