NATIONAL Skills COUNCIL

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Job Description	***Administrator (Technical Projects)***
Date	October 2026
Grade	7 (Definite)

Purpose of the Position

The Administrator (Technical Projects) will provide administrative and operational assistance across technical projects managed by the National Skills Council. Under the guidance of the Director (Skills Policy & Internationalisation) and relevant managers, the role supports the maintenance of project documentation, procurement records, logistical arrangements, stakeholder correspondence, schedules, reports, and basic budget records.

The role assists with the day-to-day delivery of assigned project activities within established procedures, timelines, and funding requirements. Duties include compiling information, preparing standard presentations and documents, arranging meetings and workshops, recording actions, and following up on assigned tasks. The role requires a reliable and organised individual with attention to detail, sound administrative skills, and the ability to follow instructions and manage routine priorities.

This role will embody and promote the core values of the NSC:

- Emotional intelligence: Awareness and management of self and others, including emotions, feelings, and behaviours.
- Growth mindset: The intrinsic motivation to identify and pursue personal and professional development opportunities.
- Integrity: Upholding strong moral principles with honesty and ethical behaviour.
- Trust: Creating a safe, comfortable space with an honest, open-door policy, encouraging employees to share ideas, receive constructive feedback, and support one another.

Core Deliverables/Accountabilities

1. Skills ecosystem support: Maintain awareness of policies, targets, and legislation relevant to skills, education, and labour market developments, and circulate relevant updates as directed.
2. Policy monitoring assistance: Compile information required for monitoring the National Skills Strategy and other assigned strategies, and assist with the preparation and formatting of reports, briefing notes, and official documents.
3. International collaboration support: Provide administrative assistance for meetings with third parties, including preparing documents, taking minutes, maintaining action lists, and following up on assigned actions.
4. Event administration: Assist with the practical organisation of meetings, workshops, and conferences, including invitations, attendance lists, venues, materials, and logistical arrangements.

5. Data collection and administration: Gather, organise, check, and maintain labour market and skills data using approved templates and systems; assist with the routine updates of datasets, dashboards and survey response records; and provide the compiled information to the relevant manager for review.
6. Strategic initiative support: Provide administrative and research assistance for strategic initiatives and policy work, as directed by the Senior Director or line manager.
7. Quality and compliance support: Follow the Council's established quality procedures, public service requirements, and applicable EU project requirements, and report any identified gaps to the relevant manager.
8. EU and research project administration: Maintain project records and assist with routine procurement documentation and basic financial administration, under supervision and in line with established procedures.
9. Office administration: Maintain accurate physical and digital filing systems, registers, contact lists, and other routine administrative records.
10. Meeting and correspondence support: Arrange meetings, prepare standard correspondence and documentation, circulate papers, and maintain records of decisions and actions.
11. Project tracking assistance: Update project schedules, survey trackers, stakeholder engagement records, action logs, and deliverable trackers, and alert the relevant manager to upcoming deadlines, outstanding responses or missing information.
12. Professional development: Attend relevant training, briefings, and conferences as directed, and apply the knowledge gained to assigned duties.
13. Stakeholder reporting support: Compile information and supporting documentation required by managers for internal and external stakeholder reports.
14. Technical meeting and research engagement preparation: Assist in preparing agendas, papers, presentations, questionnaires, attendance records, and other materials for technical meetings, workshops, focus groups and consultations with internal and external stakeholders.
15. Departmental coordination: Request, compile, and organise feedback from relevant departments in accordance with instructions and agreed deadlines.
16. Board, network and committee assistance: Provide administrative support to boards, networks and committees, including the coordination of meetings, document preparation, minute-taking, membership and contact records, action tracking, and record-keeping, when required.
17. Document control: Maintain orderly and up-to-date project files, version-controlled documents, datasets, research records and supporting records in accordance with established filing and retention practices.
18. Carry out other related administrative tasks assigned by the Director (Skills Policy & Internationalisation), the Senior Director (Policy & Technical Affairs), or another designated manager, as required.
19. Undertake other duties that may be updated to meet organisational requirements, as confirmed by the Executive Chairman.

Competencies and Relevant Qualifications

Essential

1. *Qualification and Experience*

- **MQF Level 5** qualification or higher in Administration, Education, Social Science or an appropriate, recognised, comparable qualification and **3 years' work experience** in administrative and customer-oriented roles.

- **MQF Level 4** qualification in Administration, Education, Social Science or an appropriate, recognised, comparable qualification and **5 years' work experience** in administrative or customer-oriented roles.

  With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education website (www.mfhea.org.mt). Such a statement should be attached to the application, and the original presented at the interview.

2. Working knowledge of common digital tools and office applications.
3. High levels of confidentiality, professionalism, and integrity.
4. Ability to work cooperatively within a team and maintain professional working relationships.
5. Ability to work to agreed deadlines and seek guidance when priorities conflict.
6. Strong attention to detail and accuracy.
7. Confidentiality, respect, and a good working relationship with other employees.
8. Good organisational skills, with the ability to follow work plans and prioritise assigned tasks.

Asset

1. Ability to support more than one assignment and keep routine deadlines under review.
2. Willingness to take responsibility for assigned tasks and adopt a helpful, positive approach.
3. Willingness to learn, receive feedback, and improve working practices.

Line Management

Reports to: Director (Skills Policy & Internationalisation)
Liaises with: Members within the Policy & Technical Affairs Department

Working Conditions

1. Full-time, 40 hours per week, during normal office hours and conditions.
2. Occasional travel abroad required for conferences, training, professional development, and networking.
3. As per NSC Terms of Employment Handbook.

NOTE: This job description is not exhaustive, and amendments and additions may be required in line with future changes in policy, regulation, or organisational requirements.