**Sejħa għal Uffiċjal Klerikali/Skrivan full-time mal-Aġenzija Nazzjonali tal-Litteriżmu**
**Numru tal-Permess tal-Jobsplus: 453/2022 (is-seba' sejħa - riveduta)**

L-Aġenzija Nazzjonali tal-Litteriżmu qiegħda tilqa' applikazzjonijiet għal Uffiċjal Klerikali/Skrivan full-time.

L-applikanti għandhom jissodisfaw dawn il-kriterji ta' eliġibilità sad-data tal-għeluq:

1) Erba' (4) ċertifikati taċ-ĊES (Grad 1-5) jew GCE (Grad A-C) f'Livell 3 tal-MQF li għandhom jinkludu l-Malti, l-Ingliż, il-Matematika u ħiliet fl-IT (MS Office), jew kwalifika VET f'Livell 3 tal-MQF f'erba' (4) suġġetti li għandhom jinkludu l-Malti, l-Ingliż, il-Matematika u ħiliet fl-IT (MS Office) bħala oqsma ta' studju separati fil-kors segwit, jew kwalifika xierqa rikonoxxuta komparabbli, jew ogħla; **U**
2) Kompetenza fil-Malti u l-Ingliż kemm fit-taħdit kif ukoll fil-kitba (Livell B2 tal-Qafas Komuni Ewropew ta' Referenza għal-Lingwi), jew ekwivalenti jew ogħla.
Nota: Il-ħiliet tal-IT (MS Office) jinkludu kwalunkwe kors akkreditat IPS/ECDL/MFHEA komplut b'suċċess f'Livell 3 tal-MQF.

*Se tingħata kunsiderazzjoni xierqa lill-applikanti li għandhom evidenza ta' esperjenza tax-xogħol fil-qasam (xogħol relatat ma' dak ta' skrivan u/jew customer care).*

**Deskrizzjoni dettaljata tal-irwol u informazzjoni dwar il-kundizzjonijiet tal-impjieg, issibha f'** https://educationservices.gov.mt/nla **jew ibgħat ittra elettronika lil nlarecruitment@ilearn.edu.mt jew ċempel fuq 2598 3325.**

Il-kandidati għandhom jibagħtu l-ittra tal-applikazzjoni flimkien mal-kwalifiki u l-esperjenzi fil-format tal-European Curriculum Vitae, kopja taċ-ċertifikati relevanti tagħhom, ċertifikat tal-kondotta riċenti maħruġ mill-Pulizija u l-lista tax-xogħol li għamlu tul ħajjithom mill-Jobsplus, permezz ta' ittra elettronika lil nlarecruitment@ilearn.edu.mt jew bil-posta lill-Aġenzija Nazzjonali tal-Litteriżmu, Iċ-Ċentru Nazzjonali tal-Kurrikulu, Triq Ġużè Abela Scolaro, il-Ħamrun HMR 1304 sa mhux aktar tard **mit-Tlieta 13 ta' Frar 2024, f'nofsinhar**.

Applikazzjonijiet bil-posta għandhom jintbagħtu rreġistrati u kmieni biżżejjed biex jaslu qabel id-data tal-għeluq. L-applikanti jiġu mgħarrfa li tkun waslet l-applikazzjoni fi żmien tlett ijiem ta' xogħol. Applikazzjonijiet li jaslu tard ma jiġux ikkunsidrati.

**Call for Clerical officer/Clerk within the National Literacy Agency**
**Jobsplus Permit Number: 453/2022 (seventh call, revised)**

The National Literacy Agency is seeking to recruit full-time clerical officers/clerks.

By the closing date of this call for applications, applicants must fulfil the following criteria:
1) Four (4) SEC (Grades 1 - 5) or GCE Certificates (Grades A - C) at MQF Level 3 which should include Maltese, English, Mathematics and IT Skills (MS Office), or a full MQF Level 3 VET qualification in four (4) subjects which must include Maltese, English, Mathematics and IT Skills (MS Office) as separate study units within the course pursued, or a recognised appropriate comparable qualification, or higher; AND
2) Proficiency in the Maltese and English languages both verbally and written (Level B2 of the Common European Framework of Reference for Languages), or equivalent, or higher.
NB: IT Skills (MS Office) includes any successfully completed IPS/ECDL/MFHEA accredited course at MQF Level 3.

*Due consideration will be given to applicants who have proven relevant work experience in the field (clerical and/or customer care related work).*

**For a detailed job description, including conditions of employment, please check on** https://educationservices.gov.mt/nla **or send an email to nlarecruitment@ilearn.edu.mt or call 2598 3325.**

Candidates should submit their letter of application, together with a summary of qualifications and experience in a European Curriculum Vitae Format, a copy of their relevant scanned certificates, a valid police conduct certificate and their Jobsplus employment history, by email to nlarecruitment@ilearn.edu.mt or by registered post to Recruitment, National Literacy Agency, NCC, Joseph Abela Scolaro Street, Ħamrun HMR 1304 by not later than **Tuesday 13th February 2024 at noon**.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. Applications will be acknowledged within three working days. Late applications will not be considered.