



**EMBAIXADA DE PORTUGAL  
EM MALTA**

**Call for applications for a vacancy for the position of  
Administrative Assistant to work at the Chancery/Residence of  
the Embassy of Portugal in Malta**

In line with the terms of the Portuguese Legislation n° 12-A/2008 of the 27<sup>th</sup> February, 2008 we are making public that the Embassy of Portugal in Malta is opening a call for applications, for 10 working days counting from the date of issue of this announcement, for a vacancy for the position of Administrative Assistant to work at the Chancery/Residence of the Embassy of Portugal in Malta.

Closing date – the call for application is aimed at the fulfilment of the vacancy mentioned above and will be closed when so happens.

Duties – the selected candidate will assist the Ambassador, undertake duties in administrative activity, accounting, filing, word processing and translation (English/Maltese and Maltese/English).

Requirements for admission:

- the candidates should have relevant vocational training and experience ;
- they should be residents in the State where the contract will be affected and prove that they fulfil all their obligations with that State.

Selection method:

- Curricular evaluation
- Personal interview
- Knowledge test

Applications, including a detailed CV and other useful information, should be handed over at the Chancery of the Embassy of Portugal in Malta against receipt or submitted by registered mail with delivery notification.

Composition and identification of the interviewing committee: the interviewing committee will be presided by the Ambassador of Portugal in Malta and include Dr. João Nuno Costa Pereira and Dr. António Pinheiro Marques.

The final classification list will be posted in the Embassy's official website and affixed at the Chancery.

The interviewing committee's minutes can be shown to the interested candidates.

According to Portuguese Legislation, the Public Administration promotes a policy of equal opportunities between men and women in access to employment.

Malta, 15<sup>th</sup> July, 2009

The Ambassador  
António Ramalho Ortigão