

Career Opportunity

The Financial Intelligence Analysis Unit, a government agency established under the Prevention of Money Laundering Act, is the entity responsible for the collection, collation, processing, analysis and dissemination of information with a view to combating money laundering and the funding of terrorism. The Unit is also responsible for monitoring compliance with relevant legislation.

A vacancy has arisen within the FIAU for the post of Administrative Support Officer - Human Resources and Administration.

Human Resources and Administration

Jobsplus Permit – 233/2017

Reporting to the Senior IT and Administrative Officer, the selected person will be offering support through a number of administrative duties relating to HR matters such as the maintenance of relevant employee documentation, attendance, payroll duties and other administrative duties.

Applicants must be in possession of an A-level standard of education (NQF level 4) and be well skilled in Microsoft Office tools. Applicants who have an HR-related qualification or have qualifications at a level higher than NQF Level 4 and/or have previous experience in Human Resources/Payroll administration will be considered favourably.

Applicants must be able to work both independently and as part of a team, be well organised, and have the ability to communicate effectively and be fluent both in the Maltese and English language.

Interested persons are to send an application together with a detailed CV by not later than Friday, 21st April 2017 addressed to The Director, Financial Intelligence Analysis Unit, 65C Tower Street, Birkirkara. Applications may also be sent by email to careers@fiumalta.org.