

Officer – Registry & Records Administrator (Jobsplus Permit 208/2026)

Riżorsi Agrikoli Malta (RAM) is currently seeking to recruit a motivated person to fill the position of Officer – Registry & Records Administrator on an indefinite basis.

Job Purpose:

The Officer – Registry & Records Administrator is responsible for managing the day-to-day operations of the registry unit, ensuring that all official records are securely created, classified, maintained, retrieved, and disposed of in accordance with established legal, regulatory, and administrative requirements. The role supports transparency, accountability, and operational efficiency within the agency.

Duties and Responsibilities:

- Oversee the proper receipt, classification, indexing, storage, and retrieval of official documents and correspondence.
- Verify completeness and accuracy of data extracted from applications before entry into the registry database.
- Insert and update data from applications into the relevant record-keeping systems with high attention to detail and compliance with organisational standards.
- Ensure compliance with government records management policies, procedures, and retention schedules.
- Supervise the maintenance of both physical and electronic records, including confidential and classified materials.
- Implement document tracking and filing systems for efficient record lifecycle management.
- Manage incoming and outgoing correspondence through the central registry; ensure accurate logging, distribution, and archiving.
- Ensure the timely circulation of documents to relevant departments and personnel.
- Monitor and update the records inventory and classification system.
- Support periodic audits of records and registry systems; address any gaps or noncompliance issues.
- Ensure the security and confidentiality of sensitive records in line with data protection laws and government security protocols.

- Supervise junior registry officers or clerical staff, providing guidance and oversight.
- Conduct training sessions on records handling procedures and compliance requirements for departmental staff.
- Contribute to the modernisation and digitisation of records management systems.
- Undertakes any other duties as required by his/her direct superior.

Eligibility Requirements

1. By the closing time and date of this call for applications, applicants must be:

- i. citizens of Malta, citizens or of other Member States of the European Union or have the necessary permits to work in Malta.
- ii. able to communicate in English and Maltese proficiently;

AND

- iii. hold a recognised MQF Level 5 qualification in Administration or Project Management; and
- iv. a clean certificate of conduct issued by the Criminal Records Office or other competent authority not earlier than one (1) month from the date of application;

Conditions

Prospective applicants may be requested to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities.

Closing date: 20.03.2026