

Pastoral Officer (Secretariat for Parish Life)

The Archdiocese of Malta is seeking to recruit a Pastoral Officer (Secretariat for Parish Life) on a full-time basis. The successful applicant will report to the Delegate for Work and Life in Parishes and will assist in different tasks and responsibilities undertaken by the Secretariat for Parish Life, as well as provide administrative support for the running of the Vicariate.

The ideal candidate must:

- Be in possession of a recognized qualification at PFI/MQF Level 6 in Theology, social field or related areas; - or - have six (6) years' work/voluntary experience in parish ministry.
- Have deep understanding and commitment to the mission of the Catholic Church, as well as insight into the Church's teaching.
- Be proficient in MS Office.
- Have excellent verbal and written communication skills, both in Maltese and English.
- Be able to organize and lead meetings, work with and in a team, as well as work on his/her own initiative.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 28 January 2024:

- A letter of application
- A detailed CV
- A scanned copy of certificates
- Name and email address of two referees

