

JOB DESCRIPTION - EXECUTIVE SECRETARY DIGITAL - ADMINISTRATION & BUDGET

Department: Marketing

Reports to: Director Marketing & Heads of Digital Unit

Main Objectives of the Job

The Digital Executive Secretary will play a vital role in supporting the day-to-day administrative operations of the Digital Marketing Unit. The selected candidate will assist the Heads of the Digital Unit in establishing and ensuring proper accounting, administrative, auditing, and control procedures related to the unit's finances. This includes timely preparation of reconciliatory work and schedules as per the annual internal/external audit plan, alongside other accounting, audit matters, and projects. Beyond financial duties, the role involves providing essential administrative support to ensure the smooth running of digital marketing initiatives, with opportunities to engage in basic digital updates under guidance. The Digital Executive Secretary will also assist with the day-to-day administrative work relating to the unit, including any other duties that may be assigned from time-to-time.

Main Duties and Responsibilities

The Employee will be required to:

- Process payments related to the Digital Marketing department with precision and efficiency;
- Upload financial commitments on the Finance Department's Focal Point system or any other system;
- Assist with monthly social media reconciliation payments;
- Ensure that there are no pending payments on a daily basis;
- Manage credit/debit card payments relating to the Digital Marketing Unit;
- Ensure the utmost confidentiality when handling sensitive company information, agreements, contracts, and payments, strictly adhering to company policies on data protection and safeguarding proprietary and client information from unauthorized access;
- Oversee administrative tasks for digital marketing projects, including budget tracking, scheduling, and reporting;
- Maintain organized records of marketing activities and ensure timely completion of tasks;
- Provide administrative support for the Marketing Department, such as scheduling meetings, organizing files, and maintaining marketing databases;
- Assist in budget management and invoice processing for marketing projects using tools like Microsoft Excel and internal accounting software (training provided if needed);
- Support basic digital updates, such as uploading events to the VisitMalta website's events calendar and assisting with minor content updates on platforms (full training and team guidance provided);
- Attend debriefing meetings with the Heads of the Digital Marketing Unit to review pending items/tasks;
- Update VisitMalta's platforms (inc. websites, systems, apps, etc.) such as uploading events on the VisitMalta website's events calendar.

- Perform additional duties as assigned from time to time.

The MTA reserves the right to transfer and assign duties in a similar position within other departments as per the Authority's work exigencies.

Competencies

- Demonstrate a high level of trustworthiness and integrity in all dealings, acting with discretion, honesty, and reliability when processing critical agreements and contracts (any breach of trust or confidentiality will not be tolerated);
- Highly organized with meticulous attention to detail to maintain high standards;
- Strong command of grammar, punctuation, and style in written communications;
- Excellent organizational skills to manage multiple projects and meet deadlines;
- Ability to prioritize tasks effectively and thrive in a fast-paced environment;
- Innovative and creative, with a willingness to challenge the status quo;
- Strong communication skills in Maltese and English, both written and oral;
- A passion for learning, adopting new technologies, tools, and ideas to enhance efficiency;
- Eagerness to contribute to a collaborative, dynamic team environment.

Qualifications and Experience

Applicants must be:

- In possession of a recognized MQF Level 5 Qualification in Business Management, Accounts, Banking & Finance,

Additional Digital Marketing qualifications and/or work experience in Digital Marketing and/or the Tourism Field will be considered an asset.

Note:

- With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education (NCFHE), or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.*
- Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the department/directorate receiving the applications, indicating clearly the reasons for the delay. Requests for extensions beyond this period are to be submitted for the consideration of the Public Service Commission.*

- c) *Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the National Commission for Further and Higher Education website (<https://ncfhe.gov.mt>). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC in such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.*
- d) *MTA is an equal opportunity employer and commits itself to select the right candidates irrespective of gender, ethnicity, culture, religion, income, marital status, sexual orientation, age, class, or disability.*

Interested candidates are to submit their application together with an up to date detailed Europass CV and copy of qualification certificates to the Human Resources Department on vacancies.mta@visitmalta.com by not later than Wednesday 3rd September 2025.

Jobsplus Permit Number 643/2025.