



GOVERNMENT
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**Public Call for post of
COMMUNICATIONS OFFICER
with the European Union Programmes Agency (EUPA)**

Jobsplus Permit number: 773/2026

1. Post of Communications Officer

- 1.1 The selected candidate will enter into an indefinite contract with EUPA, subject to a probationary period of one (1) year. Unsatisfactory performance during the probation period will lead to termination of the employment contract.
- 1.2 The salary attached to the post of a full-time Communications Officer is equivalent to €28,996 (starting salary) per annum, with Collective Agreement increase and increment reaching a maximum salary of €40,810. Responsibility Allowance per annum and annual Performance Bonus also apply.

2. Deadline and submission for applications

- 2.1 Applicants are required to submit:
 - 2.1.1 Motivation letter;
 - 2.1.2 Curriculum Vitae (preferably in Europass format);
 - 2.1.3 Clean Certificate of Conduct (refer to Clause 5.3 of this document).
- 2.2 Applications by e-mail are to be sent to **hr.eupa@gov.mt** by not later than the **4th October 2026**.
- 2.3 Late applications, received after the deadline, will not be considered.

3. Acknowledgement of applications

- 3.1 Applications received via e-mail shall be acknowledged via the same sending e-mail address.



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4. Job Description - overall responsibilities, key duties and reporting line

The role

The European Union Programmes Agency (EUPA) is Malta's National Agency for Erasmus+ and the European Solidarity Corps. The Communications Officer will support the day-to-day delivery and development of the Agency's communications and outreach across social media, website content, email campaigns, internal communication, media, events and public engagement.

The Communications Officer will be expected to confidently and successfully accomplish core communications activities, be proactive in the use of new technologies, in learning and applying new tools and techniques in response to changing audience expectations and communication trends. Specialist expertise in every communication channel is not expected. The Communications Officer will be expected to be proactive in identifying opportunities to improve how programme information and results are communicated to diverse audiences.

Duties and Responsibilities

- Plan and maintain EUPA's communication and outreach calendar, keeping priorities, deadlines, approvals and scheduled content on track.
- Write, edit and adapt clear content for different audiences and formats, including social media, the website, newsletters, email campaigns, press material and presentations.
- Create and adapt professional visual and basic multimedia content using Canva or equivalent tools.
- Publish and manage content through the Agency's social media platforms, website systems and Mailchimp, while monitoring routine responses and directing programme-specific enquiries appropriately.
- Work proactively with colleagues to gather accurate information, follow up on missing input, identify good practices and turn technical programme information into accessible, audience-friendly communication.
- Promote programme opportunities, funded projects, results and impact, and support beneficiaries in meeting EU communication and visibility requirements.
- Organise communication activities, outreach initiatives, promotional campaigns, information sessions, media interventions and public events to enhance the visibility of the Agency and its programmes. This includes preparing promotional material, briefings, scripts and follow-up communication. Such activities may occasionally take place during evenings and weekends to maximise stakeholder engagement and public participation.



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- Maintain organised communication records, contact lists, consent records and media assets; monitor results and ensure that published material is accurate, accessible and consistent with data protection and EUPA and EU branding requirements.
- Carry out any other duties as assigned by the National Coordinator or his/her representative;
- Any other duties as directed by the Permanent Secretary of the respective Line Ministry.

Lines of Communication

Reports to: Communications Manager

5. Eligibility of Applicants

5.1 Citizenship

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

- a) citizens of Malta; or
- b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or



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- f) in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identita` should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

5.2 Academic qualification, experience and proficiencies

Qualifications and experience required

- A recognised MQF Level 6 qualification with a minimum of 180 ECTS/ECVETS in communications, marketing, media, public relations, digital content or another closely related field, OR in the process of obtaining the recognised qualification at MQF level 6 within 6 months from publication of the call;
- Excellent written and spoken Maltese and English, with the ability to write clearly, edit accurately and adjust tone for different audiences;
- Experience in communications, marketing, media, public engagement or content creation will be considered as an asset;
- Experience in planning and producing digital content and confidence using tools such as Canva, Mailchimp, social media publishing or insight tools, or equivalent platforms will be considered an asset;
- Experience in supporting media relations, public events, campaigns, photography, video production or basic video editing will be considered an asset;
- Experience in analytics and audience segmentation will be considered an asset.

Skills and Qualities required

- Strong communication skills, organisation and attention to detail, together with a proactive and collaborative approach and the ability to take ownership of agreed work;
- Willingness to support occasional events or media activities outside normal office hours and to travel for work when required;



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- Able to make sound communication judgement: knowing what is relevant, what needs checking and how information should be presented;
- Able to synthesise information, simplify technical or institutional information and remain faithful to the original content;
- Able to be creative, practical, audience-focused and consistent with the Agency's and the European Commission's visual identity;
- Able to adapt to emerging platforms and formats, identify audience behaviour, and able to distinguish useful innovation from short-lived trends;
- Maintain a professional approach when dealing with beneficiaries, media representatives, service providers and institutional stakeholders;
- Demonstrate reliability, responsiveness and a willingness to improve work through feedback and results.

5.3 Good moral Character

Applicants must be of good moral character.

Applicants who are already in the Public Service must produce a Service and Leave Record Form (GP 47).

Applicants from outside the Public Service must produce a clean Certificate of Conduct issued by the Police not earlier than six (6) months from the closing date of this call for applications.

6. Submission of recognition statements in respect of qualifications

6.1 With the exception of those qualifications referred to in articles 6.2 and 6.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further & Higher Education Authority (MFHEA), which is to be obtained by submitting an online "Application for the Recognition of Qualifications" at <https://services.ncfhe.gov.mt/CertificationApplication.aspx>.

A copy of this statement should be submitted with the application and the original presented at the interview.



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- 6.2 Prior to requesting recognition statements as per article 6.1 above in respect of their qualifications, candidates should first consult the “List of Licensed Providers and Accredited Programmes” of the MFHEA which can be accessed on <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>. Applicants are exempt from submitting a recognition statement as mentioned in article 6.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.
- 6.3 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the MFHEA, which on the certificates states: ‘The Malta Further & Higher Education Authority deems this certificate to be MQF ____’.

7. Selection of candidates, publication of results and petitions on the results

- 7.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 7.2 Candidates must provide an original, official identity document (identity card or passport) for verification at the interview.
- 7.3 Candidates must invariably produce original certificates for verification at the interview.
- 7.4 The result of the interview will remain valid for a period of one (1) year from the date of publication. The result of the interview will serve to fill vacancies recurring in the particular post during the validity period.
- 7.5 Petitions objecting to the result are to be submitted by email at hr.eupa@gov.mt. Petitions are to reach the European Union Programmes Agency within ten (10) working days from the date of publication of the results of selection.



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8. Reasonable accommodation for registered persons with disability

- 8.1 Persons registered with the National Commission for Persons with a Disability (KNPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy, in full, the requirements for this post/position, provided they can carry out, in essence, the duties related to the post/position and subject to the approval of the Public Service Commission.
- 8.2 Representations in terms of this clause should be supported with relevant documents which must also include documentary evidence of registration with the KNPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the National Coordinator - EUPA and copied to the KNPD.

9. Medical Examination

- 9.1 The selected applicant may be required to take a medical examination to ascertain that he/she is fit for the post.

10. Retention of Documents

- 10.1 All other applications will be retained for one (1) year subsequent to the validity period of this call for applications (unless, in the interim, a petition connected with this call for applications has been filed).

Version no: 2026-V1-COMMO



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