

Ref: JO 4/2026

Job Description

The Joint Office was set up in 1993 to manage and administer the immovable estate transferred to Government by the Ecclesiastical Authorities. Its functions also include validating and verifying of data being transferred to the Joint Office by the Ecclesiastical Entities. Additionally, it is responsible for registering all properties at the Land Registry, which is administered by the Joint Office, as well as those retained by the Ecclesiastical Entities.

We are currently seeking a Technical Officer to join our team.

Primary responsibilities include:

- Implementing and monitoring policies, protocols and procedures / processes of the Joint Office
- Drawing up of all technical and visual documents
- Carrying out technical drawings by AutoCAD, any other computer aided design applications or with traditional drafting method
- Interpretation and updating of drawings
- Computing basic arithmetical tasks
- Carrying out site inspections and preparing drawings in accordance with the findings
- Coordinating with superiors to manage the activities of the Registration Section, ensuring time frames are met and the quality of the work produced is up to the required standards
- Keeping records and assisting in organising a digital library for all records and technical correspondence related to works undertaken by the joint office and ensuring that such library is constantly kept up to date
- Printing of digital plans, maps and other documents using plotters or printers

Qualifications and requirements:

- Fluent in the Maltese and English languages (spoken and written)
- Well-versed in the use of Microsoft Office. Standard European Computer Driving Licence (ECDL) will be considered an asset
- Skilled in AutoCAD for design and drafting, with proven track record
- Clean driving license
- Clean police conduct certificate
- Ability to work under pressure in a fast-paced and changing environment
- Self-motivated and well organised
- Takes ownership and actions

- Knowledge and ability in the use of geographical information systems will be considered an asset

Salary starting from:

- €20,489 per annum

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