

## **Job Profile and Requirements**

---

The Gozo Business Chamber is recruiting a Data and Administrative Officer in relation to the Project: Timeline Gozo.

The selected candidate shall be in charge of inputting and maintaining data up to date on the developed ICT and digital media platform. Data shall be related to but not limited to text, images and other digital media such as video and audio and shall concern amongst other things:

- Gozo's natural and environmental heritage
- Gozo's heritage
- Businesses and NGO's
- Events happening on Gozo
- Other general information aimed at enriching the platform

All information gathered shall be catalogued in a very easy way to use manner, reducing the scattering of information.

### **Preferable Skills**

- Organization skills
- Quick typing skills
- Attention to detail
- Computer and Social Media savvy
- Confidentiality
- Thoroughness
- Presentation Skills

The candidate should be in possession of the following certificates:

- O Level standard in English, Maltese and any other language
- At least two Intermediate Subjects related to Computer Studies and Marketing
- ECDL Certificate

Experience in a similar environment would be considered an asset.