

Situation Vacant

Residence Coordinator (Administration and Services)

The Migrants Commission is seeking to recruit a Residence Coordinator (Administration and Services). The successful applicant, who will report to the Head of Services will be responsible to ensure that those who seek assistance, in particular migrants and their families, are cared for and protected while seeking to ameliorate their overall well-being. S/he needs to endeavour to always promote the persons' best interest. The successful applicant will be required to work a flexible 40-hour week, normally spread from Monday to Friday, although occasional need to report for work during weekends may arise.

The ideal candidate must:

- Be in possession of a tertiary qualification in a social care profession, preferably Social Work.
- Have a minimum of two years' experience within the social care profession and preferably possess a warrant to practise their profession. Frontline experience in working with migrants will be considered an asset.
- Have a person-centred approach to working with migrants and their families.
- Be resourceful and able to perform within a multi-cultural setting.
- Be able to coordinate the various initiatives, activities and tasks involved in the day to day running of an open centre.
- Be able to lead and manage a team of social support workers.
- Be able to work independently while liaising with the rest of the team.
- Have strong people skills.
- Have skills in written and spoken English. Knowledge of diverse languages (written and spoken) will be considered as an asset.
- Be in possession of a clean driving licence.

Interested persons are to submit the following to info@migrants.mt by not later than 6 April 2026:

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