

Date: **January 2026**
Post Title: **Library Assistant with delivery duties (Grade G)**
Agency: **National Literacy Agency (NLA)**
Responsible to: **Chief Executive Officer (CEO)**

Accountability

The post-holder shall be accountable to the CEO of the National Literacy Agency and/or his/her delegate.

Roles and Responsibilities

- Handle books and resources, including boxes containing these items.
- Deliver books and other resources to schools and homes as required by the Agency's programmes.
- Assist the Agency's Literacy Resource Centre based in Ħamrun.
- Assist with the levelling of books.
- Process library materials and add them to computerised systems.
- Assist with keeping library materials up to date including withdrawal of unserviceable items.
- Assist with the upkeep of the Agency's book storage spaces.
- Assist with activities and initiatives organised by the Agency.
- Perform other duties that may, from time to time, be assigned by the CEO and/or his/her delegate.

Eligibility Criteria

- Driving Licence: Category B, B1 AND
- Six SEC (Grades 1 - 5) or GCE (Grades A - C) certificates, which should include both Maltese and English, or recognised appropriate comparable qualifications AND,
- Two subjects at Advanced level, preferably in Maltese and English (Grades A - C) or recognised appropriate comparable or higher qualifications.
- Computer literate (ideally in possession of ECDL/ICDL)

Due consideration will be given to applicants who are knowledgeable in library management software and/or have qualifications related to librarianship and/or have proven relevant work experience.

Terms and Conditions

- This is a full-time post, 40 hours per week spread out over a five-day period (Monday to Friday).

Winter	1 st October to 15 th June	07:45 – 17:00
Summer	16 th June to 30 th September	08:00 – 14:00
- The selected candidate will be engaged on a basis of a definite contract of 12 months, renewable for further periods each of twelve months, subject to satisfactory performance and the exigencies of the Agency. This definite contract is subject to a probationary period of four (4) months. The terms of employment will be subject to the legal obligations connected with fixed terms contracts.
- The salary for the post of Library Assistant is equivalent to NLA Grade G and shall be remunerated as follows: € 23,580 per annum in 2026, with an annual increment of €500 per annum up to a maximum of € 27,080.
- In addition, in cognisance of the Officer's level of responsibility in contributing to promoting and sustaining lifelong literacy practices, the Officer shall be entitled to the annual NLA Allowance that shall be paid in two equal instalments along the year and may be withheld in case of proven unsatisfactory performance.
- Library Assistant/s will be required to go through an induction phase during which s/he will undertake the necessary training.
- Willingness to be flexible to meet the demands of the role.

Supervision Received

The post-holder shall be accountable to the Chief Executive Officer and/or his/her delegate. The post-holder is expected to show initiative and demonstrate the ability to work without constant supervision.

The National Literacy Agency has zero tolerance policy towards any form of child abuse. Employment with the Agency is subject to the Protection of Minors Act (POMA) clearance.

The National Literacy Agency is committed to the active promotion of Equal Opportunities as an employer and in the provision of services to the community.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.