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22<sup>nd</sup> January 2026

## **Call for Applications for the Position of Swimming Administration Officer**

The Aquatic Sports Association of Malta (ASA of Malta) invites applications for the position of Swimming Administration Officer.

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### **1. Duration of Assignment and Conditions**

1.1 The selected candidate will enter into an indefinite assignment as a Swimming Administration Officer with the ASA of Malta.

1.2 The position is subject to a probationary period of one (1) year.

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### **2. Salary Associated with the Position**

2.1 The salary attached to the position of Swimming Administration Officer is of €25,000 per annum.

2.2 The post is based on a 40-hour flexible week. Flexibility is required to ensure availability during events held outside normal working hours, including weekends and Public Holidays.

2.4 A monthly allowance of €200 will be paid to compensate for these flexible working requirements.

2.5 The employee will be entitled to Vacation Leave as stipulated by law and to all cost-of-living increments announced by the Government from time to time

2.6 Although preference will be given to Full-Time employment, the ASA would consider candidates who have the requested qualification and experience but who would only be available for Part-Time employment.



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### 3. Duties

The duties of the Swimming Administration Officer include but are not limited to:

#### Website Management

- Uploading regular news updates.
- Preparing and displaying upcoming competitions on the website.
- Updating results promptly after each game or event.
- Ensuring availability for website updates following important events.

#### Local Competition and Event Management

- Managing calendars and schedules; ensuring availability during important events.
- Coordinating with Competition Officials, Venue managers at SportMalta, Club Pitches or other venues during the actual events.
- Informing the media and all relevant stakeholders of competition details.
- Organizing logistical requirements including First Aid/Red Cross, ticketing, event staffing, transportation and if required accommodation.
- Overseeing that all event requirements are in place in the planning, during and following the actual events.

#### International Competition Participation

- Managing logistics for international travel, including booking flights, accommodation, transport, and insurance.
- Handling the submission of competition entries and adhering to all deadline dates.

#### Financial and Educational Administration

- Assistance in the preparation for applications for funding schemes.
- Submitting claims for funding expenses.
- Coordinating the organisation of training courses for coaches and officials.

Other duties of a similar nature might be requested from time-to-time by the employer.

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## **4. Eligibility Requirements**

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

### **4.1 Citizenship:**

- (a) Citizens of Malta; or
- (b) Citizens of EU Member States or other countries entitled to equal treatment in matters of employment.

### **4.2 Language:** Able to communicate effectively in both the Maltese and English languages.

### **4.3 Qualifications:**

- (a) In possession of a recognized qualification at MQF Level 4 or equivalent; OR
- (b) In possession of a recognized qualification at MQF Level 3 or equivalent, plus two (2) years of relevant work experience.
- (c) Applicants must be knowledgeable and have a good working experience of Office-related Computer Applications, such as Word and Excel or similar.

### **4.4 Conduct:** Applicants must be of a conduct appropriate for the position and provide a recent Police Conduct Certificate. This certificate must be dated less than one (1) month from the date of application.

It is also part of the ASA's Safeguarding Policy that all those working within the Aquatic environment will be subject to POMA verification as requested by Maltese Law. This will be taken care of by the ASA itself.

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## **5. Selection Procedure**

### **5.1** Eligible applicants will be assessed by a Selection Board.

### **5.2** Due consideration will be given to applicants with proven relevant work experience.

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## **6. Submission of Applications**

Applications, including a detailed curriculum vitae, must be submitted by not later than noon (CET) of Friday, 20th February 2026.

Applications including a recent CV can be submitted via email [info@asaofmalta.eu](mailto:info@asaofmalta.eu) or by post to the Aquatic Sports Association of Malta.