



ADVICE & TIPS – MALTA



Be aware that the overwhelming majority of job vacancies in Malta are geared towards Maltese nationals. Malta joined the EU in 2004, but under the terms of a seven-year transitional agreement, it is entitled to give priority to Maltese workers over other EU nationals.

What are my chances of getting a job?

- *Typical problems encountered:* Restrictions on foreign labour mean that employment is hard to find and it is particularly difficult to secure a job from outside the country. Even EU nationals can only get a work permit if they already have an offer of employment.
- *How to improve your chances:* Generally speaking, there are too many applicants for too few jobs, so you will improve your chances if you have experience.
- *Language requirements:* Maltese is the country's mother tongue and Maltese and English are the joint official languages. Italian is also widely spoken. It is easier to find work if you speak and write Maltese, which is a Semitic language strongly related to Arabic but written in the Latin script.

Responding to job advertisements in the newspaper is rather common. Most papers include job advertisements, and due to the small size of Malta there are many interconnected networks. Business is highly dependent of these networks and personal contacts, and therefore jobs are mostly found through personal contacts.

The Application Letter

The application letter is a handwritten document. Sometimes typed letters are requested, but this is always specified in the job advertisement. The letter should be maximum one page; be explicit; and address your letter to a person in particular. Do not send a general letter (these will soon end up in the trashcan).

Convince the employer that you are the perfect candidate for the job by stressing your competences and skills. The lay-out for the letter should resemble the lay-out for your CV.

The Curriculum Vitae

Your CV should be typed in Maltese, if possible, or in English.

The CV is a typewritten document, and is sometimes referred to as a Resume. The whole document should be one to two pages, depending on the applicant's experience.

The CV should start with personal details of the applicant (address, phone number, date of birth, marital status and nationality).

There are no specific rules regarding the order of the CV, activities can be mentioned in both chronological and reversed chronological order.

The Application Procedure

The application procedure starts with the CV and application letter. If the employer is interested in your profile, you will be invited for an interview. The number of interviews held, depends on the position applied for. Management positions often require two to three interviews while one interview is satisfactory for lower level positions.

During the job interview your educational background and work experience will be the main area of conversation. Be prepared to give a solid motivation why you think you are capable of doing the job.

The Maltese value punctuality so make sure you arrive at your interview with plenty of time to spare. Dress formally – a suit for men, and a trouser suit or a dress for women. This will show your interviewer you value the job and respect the company. This is especially true within the financial sector. Throughout the interview, highlight your educational achievements and experience. Constantly relate this to the job you are applying for (e.g. how it will benefit the company etc.).

Where can I work?

- Major industries: tourism and service industries, IT, manufacturing (semi-conductors, electronics, pharmaceuticals, consumer goods), merchant shipping and ship building and repair.
- Recent growth areas: tourism, film-making, IT, betting and gaming.
- Shortage occupations: experienced IT professionals, particularly in the field of online gambling.
- Major cities: Valletta (capital), Sliema.

What's it like working in Malta?

- Average working hours: generally 40 hours per week, with a legal maximum of 48 hours, of which eight must be paid as overtime. Hours are often 8.30am to 5.30pm with a long break for lunch/siesta.
- Holidays: 25 days plus 14 public holidays.
- Average graduate starting salary: current figures are not available, but expect salaries to be lower than in the UK.
- Tax rates: income tax rates are 15%-35%, depending on income, with a tax-free allowance of €8,150 (2008 figures).
- Working practices: Maltese business people generally have a conservative approach to business protocol. Punctuality is expected and appreciated and dress must be smart.