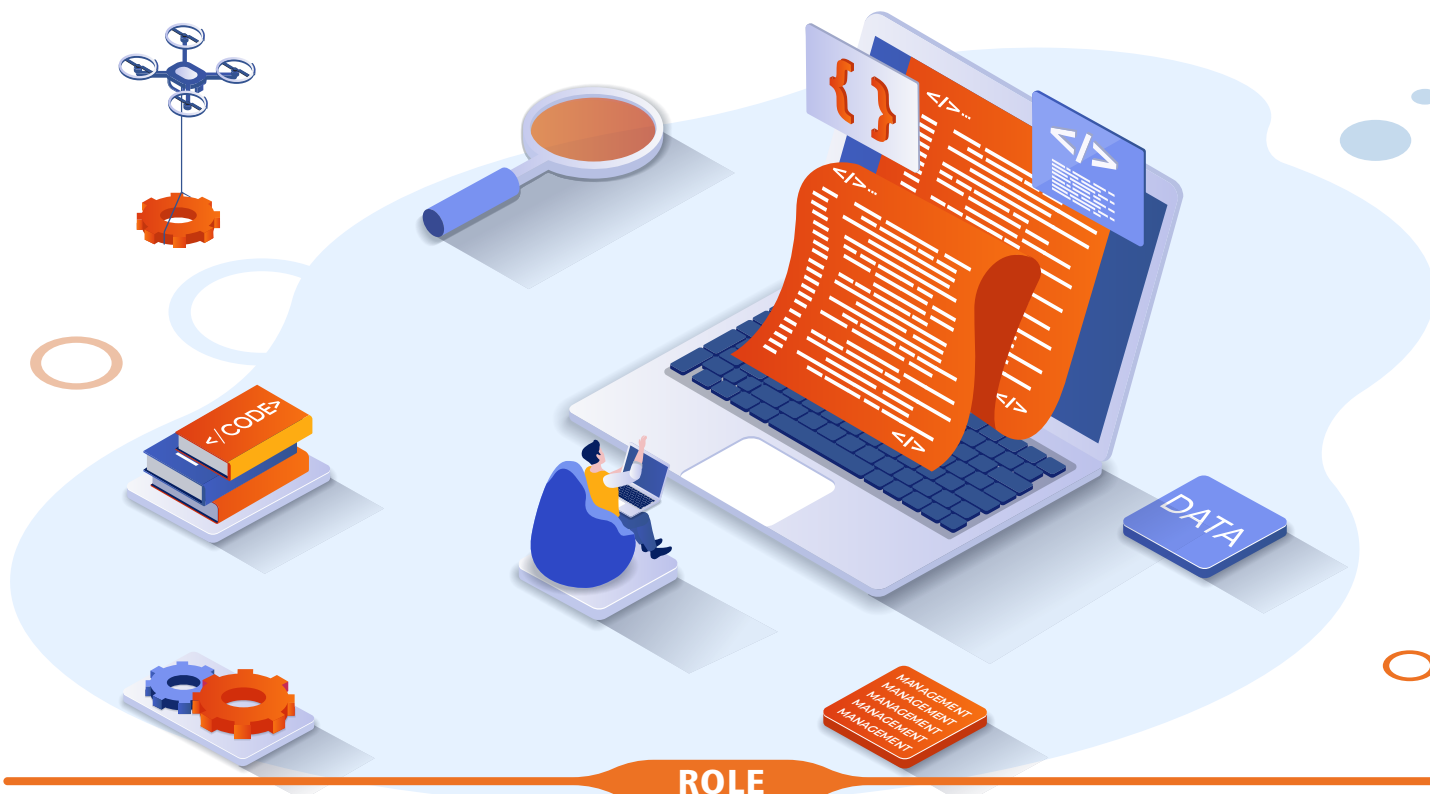


# CASUAL CODERS

WITH THE DATA MANAGEMENT UNIT



## ROLE

The selected candidates will be required to work on a project-based approach, and will be expected to have a flexible working schedule.

Coders will report to the Head of the Data Management Unit and will be expected to abide by the directions and/or timeframes set by the Unit;

The role involves reading the information as provided in survey questionnaires by respondents and assign codes using a computer in accordance to pre-established classifications;

Coders must ensure that the work provided is of good quality and in accordance with the guidelines set by the Office;

## WORKING CONDITIONS

➤ Remuneration is set at €7.92 per hour ➤

## REQUIREMENTS

The successful candidate is expected to:

Be mature, committed, responsible and detail-oriented, the person must be discreet and capable of handling sensitive and confidential matters relating to data collected from survey participants.

Applicants must possess (at a minimum):

- Ordinary Level passes in four (4) subjects of which preferably Maltese and English.
- Passes should be at Grade A to C or 1 to 5;
- Good written and verbal communication skills in Maltese and English;
- Sound computer literacy skills;
- Good knowledge of Microsoft Office applications (preferably in possession of a European Computer Driving License - ECDL qualification);

## HOW TO APPLY

For more information, interested persons are invited to send an email to [dmu.nso@gov.mt](mailto:dmu.nso@gov.mt).

Interested candidates are invited to submit an application letter together with their CV to [careers.nso@gov.mt](mailto:careers.nso@gov.mt) quoting 'Casual Coders'.

