



GOZO VACANCY: Projects and Administration Officer

We are looking for an organised and proactive Projects and Administration Officer to support the day-to-day operations of the OASI Foundation and assist with the planning, coordination, and implementation of projects and activities. This role is ideal for someone who enjoys a varied workload, has strong organisational skills, and is passionate about contributing to meaningful work within the community.

The role combines administrative responsibilities with project support. You will help ensure that office operations run efficiently while assisting teams in delivering programmes, events, and initiatives. The successful candidate will provide administrative and operational support, coordinate project-related tasks, maintain accurate records, and help ensure that all activities are carried out in line with organisational policies, funding requirements, and relevant legislation.

Key Responsibilities:

Project Coordination & Support (Approx. 50%)

- Act as the central point of contact for ongoing projects, programmes, and community initiatives.
- Research funding opportunities, prepare funding applications, and follow up on submissions.
- Monitor project timelines, budgets, and deliverables using appropriate tracking tools.
- Coordinate logistics for events, workshops, campaigns, and other organisational activities.
- Assist in the preparation of project reports, funding reports, presentations, and other documentation for stakeholders, funders, and the Board.

Administration & Operations (Approx. 50%)

- Manage general enquiries received via email, telephone, and social media in a professional and welcoming manner.
- Maintain accurate records, databases, and CRM systems in compliance with GDPR requirements.
- Support financial administration, including processing expenses, tracking invoices, and liaising with the organisation's bookkeeper.
- Provide administrative support to management, including diary management, scheduling meetings, and taking minutes when required.
- Support the development and improvement of administrative systems and processes.

Required Skills and Competencies

- A minimum of 2 years' experience in an administrative, operational, or project support role.
- Strong organisational and time-management skills, with the ability to manage multiple tasks and deadlines effectively.
- Ability to work independently, take initiative, and solve problems proactively.
- Good working knowledge of Microsoft Office applications (Word, Excel, Outlook, and PowerPoint) and/or Google Workspace.

- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to work effectively with colleagues, stakeholders, volunteers, and service users.
- High level of accuracy and attention to detail.
- Ability to maintain confidentiality and handle sensitive information professionally.
- Experience using databases, CRM systems, or project management tools is considered an asset.
- Experience in the voluntary, community, or non-profit sector is considered an asset.
- Commitment to the values, mission, and objectives of the OASI Foundation.

Why Join OASI?

At OASI, you will:

- Play a transformative role in strengthening lives and communities.
- Lead a dedicated and purpose-driven team.
- Shape the future of therapeutic service delivery.
- Contribute meaningfully at both strategic and clinical levels.
- Working in a supportive environment where your input matters and your input will save and transform lives.

Employment Package:

- Salary bracket between €20,000 to €24,000
- Wellness bonus
- Performance bonus
- OASI Discount Card (redeemable at selected local shops)
- Health insurance
- Private pension plan

OASI Foundation, an NGO based in Gozo, is an equal opportunity employer, committed to helping the scourge of addiction through Primary Prevention, Immediate Intervention, and Intensive Therapeutic Rehabilitation.

Applications, including a covering letter expressing motivation, a personal CV, are to reach Human Resources, OASI Foundation, 5, Wied Sara Street, Victoria VCT2963, Gozo or hr@oasi.org.mt Closing date will be 31st August 2026