



**free  
job club**



# EC Malta Job Club

## Learn how to secure a job in Malta!

**FREE 1-HOUR SESSIONS - 4 SESSIONS EVERY FIRST WEEK OF THE MONTH**

### Job Club Facts

📍 Location **EC Malta**

🕒 Duration **1 hour**

📋 **All levels welcome**

- 2 sessions for low levels
- 2 sessions for higher levels

📅 No sign-ups necessary



English is the **most important language** in the business world and a requirement to **succeed** in an international career.

Our **free job club** is open to **all students** with professional goals, offering them advice on **CVs and interviews**.

### Part 1 - CV Writing

✓ *Standing out on paper*

- Analysing job adverts and deducing required skills
- What to include in a CV for a desired position
- Tailoring your CV to a job profile/company
- Cover Letters and when to include them

### Part 2 - Interview Skills

✓ *Nailing that interview*

- Presenting yourself and speaking to an employer
- Responding to common and surprising interview questions
- Dealing with an approachable vs uninterested employer
- Interview practice through role play

# Information about finding work in Malta

## Who is allowed to work?

To work in Malta you must be:

- An EEA citizen (the EU, plus Iceland, Norway and Lichtenstein)
- A Swiss national

If you are from another country, you will need a work permit/employment licence before you can work in Malta.

## Where are jobs advertised?

- Local online job boards often carry adverts for jobs in the 'classified ads'.
- Job agencies: Local agencies can be found by searching online
- Job centres: Jobsplus is a reliable government-run centre, their online portal can be found [here](#).

[Register as a jobseeker with the Malta Public Employment Service](#)

## What is a National Insurance (NI) number?

If you're employed, you pay tax on your wages through a system called Pay As You Earn (PAYE). Your employer uses this system to deduct Income Tax and National Insurance contributions from your wages before you are paid. You must have a National Insurance number to work in Malta. It is your own unique, personal account number, and you keep the same one your whole life. It ensures that the National Insurance contributions and tax you pay are properly recorded against your name.

## How do I apply for a National Insurance (NI) number?

To apply for a National Insurance number in Malta, you can:

- Apply online: <https://socialsecurity.gov.mt/en/ssnen/> by submitting a signed employment contract and identification document (Passport or ID).

- Visit the Department of Social Security

Servizz.gov,  
Rodolfo Street,  
Sliema,  
SLM 1275

Telephone number: (+356) 2590 3000

Opening hours:

Monday: 8 am - 1 pm & 4.30 pm - 7 pm

Wednesday, Thursday, Saturday: 8 am - 1 pm

## What is the minimum wage in Malta?

Malta (2025) wage per week for full-time employment:

- 18+: €221.78
- 17: €215.00
- Under 17: €212.16

## Upgrade to a 1:1 session with our HR manager

- Get individual support on your job search
- Prepare for your specific interviews
- Understand the T&Cs of the job



[www.ecenglish.com](http://www.ecenglish.com)