



PARAGON  
EUROPE

REALISING EXCELLENCE

# SECTORS AND PROFESSIONS

# INTRODUCTION TO PARAGON EUROPE WORK PLACEMENTS

Paragon Europe has 12 years of experience providing quality internship experiences to European and international university students, recent graduates, young professionals, post-graduates and voluntary workers to become an Intern or Trainee with a Maltese company. These structured and guided work-based learning programmes offer cultural immersion in Malta together with professional development and hands-on experience in the interns' or trainees' specific academic or occupational field.

Paragon Europe has developed an extensive database of companies and businesses offering internship opportunities to foreign students in all sectors in Malta. Each intern's placement offer is tailored to their sector and our qualified staff will ensure that all details are taken care of so students can come to Malta with total peace of mind.

## An internship experience through Paragon Europe means:

- A tailored work placement in an organisation relevant to your studies and your desired learning outcomes
- Monitoring and mentoring during the work placement
- Ongoing evaluation of the progress of the internship
- English language practice
- Practical and logistical support and assistance, including accommodation
- Assistance in processing Europass Mobility certification or training agreement
- Issuance of an end of internship Paragon Europe certificate
- Opportunity to find paid full-time employment upon completion of the internship

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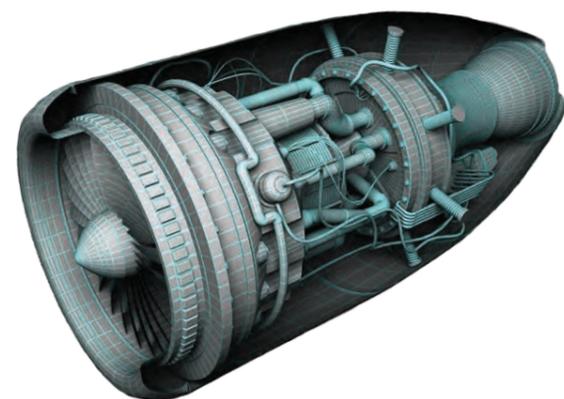
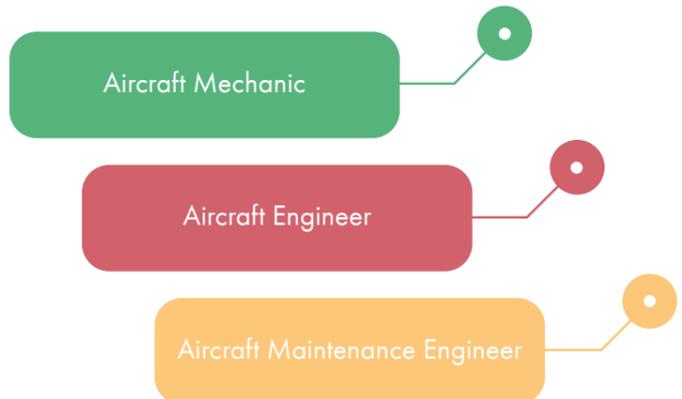
# AERONAUTICAL SECTOR



## DESCRIPTION

Malta has witnessed growth in the aviation industry, attracting internationally renowned entities to set up operations in Malta. As part of its economic development strategy, Malta is supporting diverse sectors in the aviation industry. These include, but are not limited to, maintenance, repair and overhaul (MRO) operations, back-office setups, R&D and the production of aircraft components.

## VACANCIES WITHIN THE SECTOR



### Aircraft Mechanic



Aircraft Mechanics overhaul, inspect, repair, modify and test airframes and engine components in a workshop environment, after they have been removed from the aircraft.

Aircraft Mechanics may perform inspections, modifications, repairs and tests of the following components:

- landing gears; wheels and brakes
- fuel
- pressurisation, pneumatic and hydraulic devices
- flight control surfaces and power control packages
- environmental control components
- piston and gas turbine engines
- propellers and rotor blades
- transmissions; and associated engine components
- possible flight simulator maintenance

### Aeronautical Engineer



Aeronautical Engineers perform and supervise the design, development, manufacture and maintenance work of all types of flight vehicles. This may include military and civilian airplanes, helicopters and control and guidance systems.

Aeronautical Engineers may perform the following tasks:

- plan and design aircrafts, aircraft parts and support equipment by preparing drawings and making mathematical calculations, often aided by computer systems
- design modifications to systems, such as fuel or air conditioning, and outline installation procedures
- conduct tests to measure the performance of an aircraft or part, or to ensure design specifications and airworthiness requirements are met
- supervise the assembly of airframes and the installation of engines, instruments and other equipment (for example, when installing extra fuel tanks, deciding where the tanks are to be placed and checking that the support structure of the aircraft is strong enough to carry the extra weight)
- investigate failed engines or other aviation components
- develop procedures for the repair of aviation components
- determine and manage schedules for repairs and maintenance
- assess mechanical systems, flight characteristics and aircraft performance
- participate in flight test programmes to measure take-off distances, rate of climb, stall speeds, manoeuvrability and landing capacities
- evaluate new and used aircraft and advise potential purchasers based on their findings

### Student Testimonial:

“Because of the international environment I learned about other cultures...”

I was working in International company called Vistajet. Because of the international environment I learned about other cultures. I was able to work with new technology and take part in grand company projects. I learned a lot of new information in my field of work

ARTUMS  
Latvia

### Aircraft Maintenance Engineer



Aircraft Maintenance Engineers install, maintain and repair aircraft engines; airframes; airframe systems; electrical, instrument and radio systems; and aircraft structures and surface finishes.

Aircraft Maintenance Engineers may perform the following tasks:

- dismantle, inspect, repair and reassemble aircraft engines, airframe components and systems, electrical components and systems, avionic components and systems, and aircraft structures
- test aircraft communication equipment, instruments and electronic systems
- conduct routine pre-flight inspections

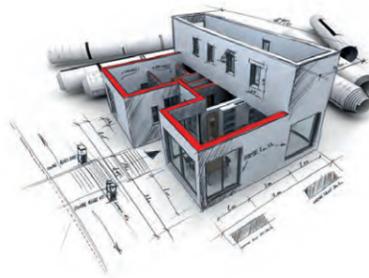
Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

# ARCHITECTURE SECTOR

## VACANCIES WITHIN THE SECTOR

Architect

Architectural Draftperson



Civil Engineer

### Architect



Architects use creativity and a practical understanding of structures and materials to develop concepts, plans, specifications and detailed drawings for buildings and other structures. They negotiate with contractors and planning authorities, administer building contracts and inspect work that has been carried out.

Architects may perform the following tasks:

- meet with clients or builders to discuss their requirements and prepare a design brief
- prepare sketches, production drawings and detailed drawings by hand or using computer-aided design (CAD) software
- combine structural, mechanical and artistic elements into a building's design, such as decks and atriums, lifts, air conditioning systems and decorative finishes
- discuss designs and cost estimates with clients and others involved in the project, including engineers, quantity surveyors, landscape architects, and urban and regional planners
- obtain necessary approvals from authorities
- prepare specifications and contract documents for builders, tradespeople and legal advisers, specifying building materials, construction equipment and, in some cases, the interior furnishings
- observe, inspect and monitor building work to ensure it is progressing according to the contract and specifications
- evaluate projects once they are completed and occupied

### Architectural Draftsperson



Architectural Draftspersons complete architects' and other designers' concepts by preparing documents (drawings or plans) and liaising with builders and contractors.

Architectural Draftspersons may perform the following tasks:

- prepare architectural drawings for development and construction applications, showing internal and external layouts of new and proposed buildings
- analyse architects' and building designers' concepts, and prepare preliminary sketches and detailed drawings
- produce designs, detailed drawings and documentation using manual or computer-aided technology
- prepare drawings showing site layouts, proposed site layouts, site analysis, floor plans, elevations, sections, three-dimensional images, materials and finishes, as well as other aspects such as joinery detailing, construction details, lighting layouts, plumbing, drainage, car parking and landscaping
- select quality of materials needed, taking into consideration the material and labour costs, as well as construction completion dates
- prepare building specifications for building documentation to suit individual clients and tendering purposes
- represent or assist architects or building designers on building sites to ensure plans and specifications are followed
- liaise with relevant public sector organisations and specialist consultants (such as engineers, town planners and building surveyors)
- examine relevant Acts, regulations, codes, standards and by-laws in the course of undertaking project documentation

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

### Civil Engineer



Civil Engineers plan, design, construct, operate and maintain roads, bridges, dams, water supply schemes, sewerage systems, transportation systems, harbours, canals, dockyards, airports, railways, factories and large buildings.

Civil Engineers may perform the following tasks:

- investigate sites to determine the most suitable foundation for a proposed construction
- research and advise on the best engineering solution to meet a client's needs and budget
- prepare engineering calculations required for the design of projects, and supervise the drafting of plans
- produce detailed designs and documentation for the construction and implementation of civil engineering projects
- organise the delivery of materials, plant machinery and equipment needed for the construction project and supervise labour
- develop detailed programmes for the coordination of site activities
- work with other engineers, architects, landscape architects and environmental scientists
- assist government bodies in preparing yearly works programmes (such as work on car parks, drainage, roads, aerodromes or sewerage systems) within set budgets
- operate computers to assist with the design of civil engineering projects
- coordinate and direct research, development and testing of materials, processes or systems related to civil engineering works
- research, advise on and plan the control and minimisation of air, water and solid waste pollution, and the management of water resources
- supervise the testing and commissioning of completed works
- analyse and interpret reports on loading, labour, productivity, quality, materials and performance
- analyse risks associated with natural disasters (including cyclones, earthquakes, fires and floods), and design structures and services to meet appropriate standards
- arrange for geological and geophysical investigations and carry out feasibility studies

# AUTOMOTIVE SECTOR



## DESCRIPTION

The Automotive Mechanical Sector in Malta is made up of a good number of individual and independent garages which offer A to Z services on all types of automobiles. Local car importers of different brands offer an in-house car mechanical service within their garages.

## VACANCIES WITHIN THE SECTOR



### Vehicle Painter



Vehicle Painters prepare surfaces of vehicles, match and mix colours, and apply primer and finishing coats of paint.

Vehicle Painters may perform the following tasks:

- prepare surfaces to be painted by hand or machine
- mix and match paint by eye or by using computer technology to ensure correct colour match
- apply primer and finishing coats using spray guns and rub down surfaces between coats
- touch up paintwork and apply polish to vehicles
- remove masking papers before waxing and polishing finished paintwork
- paint signs or artwork on vehicles
- treat vehicles with rust-proofing chemicals

### Automotive Electrician



Automotive Electricians install, maintain, identify faults and repair electrical wiring and computer-based equipment in motor vehicles and related equipment, such as caravans, trailers, earthmoving equipment, mining equipment, marine applications and agricultural equipment.

Automotive Electricians may perform the following tasks:

- work with computer-controlled engine management systems
- service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning
- install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles
- install electrically operated accessories such as radios, heating or demisting equipment, air conditioners, driving lamps and anti-theft systems
- refer to circuit diagrams, and use meters and test instruments to find electrical faults
- adjust engine control systems and timing to ensure vehicles are running at peak performance
- test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries
- repair or replace faulty ignition, electrical wiring, fuses, lamps and switches
- use hand tools, specialised electrical tools, instruments and machines, including drills, grinders, presses and lathes
- solder or weld when repairing electrical parts
- sell and install electrical parts and accessories
- install, repair and service air conditioning systems

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

### Student Testimonial:

"I look forward to coming again"

My internship with Toyota was very enjoyable and I liked it. My boss and staff have always helped me when I did not understand something. With the English language, I did not have any problems, all people could understand me. When sometimes I did not understand something they're explained it over again. I could do my tasks without difficulties. Malta was a really good time, I look forward to coming again for a holiday!

OGUEN WITT  
Germany

### Automotive Air-conditioning Fitter



Automotive Air-conditioning Fitters install and repair air conditioning units in various types of vehicles and machinery, such as cars, trucks, vans and tractors.

Automotive Air-conditioning Fitters may perform the following tasks:

- install, fit and connect the unit to the electrical wiring and engine
- fill the unit with refrigerant and test it for leaks and malfunctions
- carry out maintenance work on existing units, including testing, fault finding, dismantling, repair or replacement of faulty parts, re-assembly and final testing

Most of the work is done in a workshop.

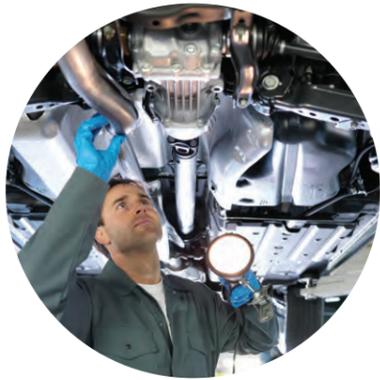
## Student Testimonial:

“Working in Malta helped me a lot with my English”

Malta is a very special place. It feels like one big city and not like a country. Everything is close and near but you will take the bus for everything. The people are nice and friendly and will help you with anything you want. Working in Malta helped me a lot with my English and got me special experience. I never will forget. It also taught me a lot how the life in a company works.

BART  
Belgium

### Automotive Mechanic



Automotive Mechanics service, repair and overhaul the mechanical parts of motor vehicles such as the engine, the transmission (clutch, gear box and differential), and the suspension systems (springs, steering, brakes, wheels and tyres).

Automotive Mechanics may perform the following tasks:

- discuss problems with car drivers or vehicle operators to discover faults
- listen to engines, fit and operate special test equipment, and test-drive vehicles
- repair or replace worn or faulty parts by removing assemblies such as engines, transmissions, differentials or steering gear systems; dismantling them and checking parts, referring to manuals as necessary
- reassemble, test, clean and adjust repaired or replaced parts or assemblies, using various instruments to make sure they are working properly and putting them back into the vehicle
- tune engines using special electronic equipment and make fine adjustments (to carburetors, for example) for smoother running
- carry out minor body and trim repairs
- diagnose, repair and replace engine management and fuel injection components
- use oxy, electric, TIG and MIG welders
- test and repair electrical systems such as lighting, instrumentation, ignition and electronic fuel injection
- inspect vehicles and issue roadworthiness certificates or list the work required before a certificate can be issued

### Panel Beater



Panel Beaters repair damage to metal, plastic and fibreglass bodywork on vehicles. They also make and form vehicle panels using machines or hand tools.

Panel Beaters may perform the following tasks:

- remove damaged panels and components by unbolting or cutting them away
- repair damaged body panels with specialist tools and equipment
- use measuring, mechanical and hydraulic equipment to restore vehicles to factory clearances
- cut and join replacement sections or damaged panels using correct welding procedures
- repair dents with plastic fillers, and file, grind and sand repaired surfaces using power and hand tools
- fit the repaired panels on the framework of the vehicle and refit body hardware, such as door locks and door trims
- replace badly damaged sections with new or second-hand panels
- realign chassis and body frames using chassis aligners and measuring systems
- remove and replace accident-related mechanical items
- remove and replace auto-electric components
- help vehicle body builders to build custom-designed, speciality or vintage vehicles
- assist with spray painting vehicles

## BANKING SECTOR

### DESCRIPTION

The Banking sector in Malta has grown from 4 retail banks to 24 Credit Institutions and 15 Financial Institutions. It involves the Central Bank of Malta, the Malta Financial Services Authority and the credit institutions (the banks). There are several Commercial Banks in Malta such as: APS Bank Ltd., Bank of Valletta p.l.c., FIMBank p.l.c., Izola Bank p.l.c., Mediterranean Bank Ltd etc. The Maltese Banking Sector is stable and has been ranked the 10th soundest of the world out of 144 Countries and the 13th for strength of auditing and reporting standards. The Banking Sector offers services such as trade and project finance, security for savings, joint accounts, payments, transactions, loans, investment opportunities, services geared toward businesses and more.

### Bank Clerk

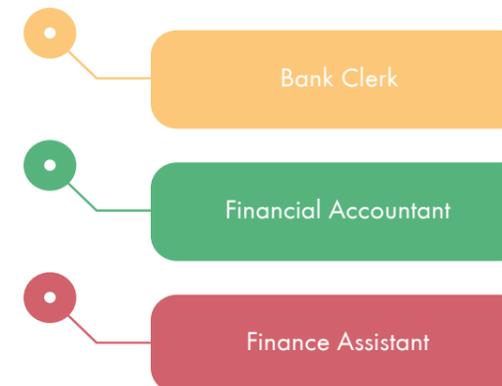


Bank Clerks receive and pay out money and assist customers with loans, foreign currency exchange and investments.

Bank Clerks may perform the following tasks:

- identify customer needs and refer customers to appropriate banking services and specialists
- accept money or cheques deposited by customers, verify records and receipts, and credit customers' accounts
- pay money to customers according to advice slips, cheques or negotiable documents, and debit customers' accounts
- assess the viability and credit risk of business and consumer loan proposals
- conduct foreign currency transactions for overseas travellers
- provide change and cash cheques
- record transactions
- balance cash and advise supervisors of cash position or discrepancies
- answer customer enquiries
- open and close accounts for customers

### VACANCIES WITHIN THE SECTOR



## Financial Accountant



Financial Accountants analyse, report and give advice about the financial dealings of organisations and individuals, and advice on associated record-keeping and compliance requirements.

Financial Accountants may perform the following tasks:

- assists in drawing up budgets
- assist with the formulation of budgetary and accounting policies
- prepare financial statements for presentation to boards of directors, management, shareholders and statutory bodies
- assists with reconciliations
- examine the income and expenditure of institutions
- provide assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- provide financial and taxation advice about business structures, plans and operations
- liaise with bankers and brokers to establish funds management arrangements
- advise on the selection and application of computer-based accounting systems
- report to management regarding the finances of establishment
- establish tables of accounts, and assign entries to proper accounts
- appraise cash flow and financial risk of investment projects
- advise management about tax strategies
- prepare tax returns

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Student Testimonial:

“It was a great experience ...”

I am really happy that I got a chance to participate in this practical training, because I learned a lot. I got a lot of experience, skills and everything. I loved everything in my company and also in Malta. It was a great experience and I'm glad that I was a part of that.

CINDY SABOLCOC  
Slovenia

## Finance Assistant



Finance Assistants support and ensure the smooth running of all Finance matters.

Finance Assistants may perform the following tasks:

- assist in drawing up budgets
- assist in reports and financial matters
- assist the Finance Manager
- attend Finance meetings
- work with spreadsheets, sales and purchase ledgers and journals
- prepare statutory accounts
- calculate and check to make sure payments, amounts and records are correct
- sort out incoming and outgoing daily post and answer any queries
- manage petty cash transactions
- control credit and chase debtors
- reconcile finance accounts and direct debits
- input sales and purchase ledgers
- prepare spreadsheets
- match purchase orders, invoices and statements
- ensure the swift payment of invoices
- input Financial data
- support other team members in the Department

## BEAUTY SECTOR

### DESCRIPTION

The services within the Beauty Sector have been expanding for the last decade. The quality of services and treatments offered have improved drastically. In Malta, you will find many independent beauty salons plus other spas, salons and med-aesthetic centres which are located within major hotels.

### VACANCIES WITHIN THE SECTOR



## Beauty Consultant



A Beauty Consultant is an experienced senior sales assistant who promotes one or more brands of cosmetic products in department stores and pharmacies by providing advice about the purchase and application of cosmetics.

## Make-up Artist



Make-up Artists apply make-up to fashion and photographic models; actors and other performers involved in stage, film and television productions; brides; and other clients for special occasions.

Make-up Artists may perform the following tasks:

- prepare the skin for make-up application and remove make-up as require
- demonstrate cosmetic products to clients
- instruct clients about make-up application
- apply a wide variety of professional make-up products
- design wigs, beards, masks and prosthetics (artificial body parts) and apply them to achieve an appropriate character appearance
- use make-up to produce effects such as ageing, illness, scars and bruising
- alter or maintain make-up during productions to ensure the continuity of a performer's appearance
- advise hairdressers on the hairstyle required for character parts

## Beauty Therapist



Beauty Therapists apply face and body treatments, and provide advice about skin care and cosmetics.

Beauty Therapists may perform the following tasks:

- carry out skin analysis and give advice about skin and body care
- perform facial or body massage and aromatherapy treatment
- analyse body type and provide advice as to exercise programmes and nutrition
- use a variety of treatments and electrical equipment to treat skin and body conditions
- remove facial and body hair by electrolysis or waxing
- provide advice and support to clients following cosmetic surgery
- recognise problems and refer clients to medical practitioners such as dermatologists, plastic surgeons, endocrinologists, podiatrists, chiropractors and physiotherapists
- apply make-up
- perform manicures, pedicures, nail extensions and eyelash and brow tinting
- perform reception duties (such as receiving bookings and arranging appointments)
- maintain client records
- provide advice about and sell cosmetic products and related beauty equipment

## Beautician



A Beautician provides waxing, manicures, pedicures, eyelash and brow tinting, facials and make-up application services.

## Hairdresser



Hairdressers cut, style, colour, straighten or perm hair and provide clients with hair and scalp treatments.

In most salons, the senior hairdressers and the more advanced apprentices cut and style hair. Apprentice hairdressers undertake routine tasks in the initial stages of employment, assisting senior hairdressers with preparing clients, shampooing, applying and removing simple hairdressing treatments, and sterilising and maintaining equipment. As apprentices gain experience they carry out more complex tasks under supervision.

Hairdressers may perform the following tasks:

- talk to clients about their requirements
- cut hair using clippers, scissors or razors
- shampoo, condition and rinse hair
- provide services such as colouring, bleaching, applying treatment, permanent waving (with chemical solutions), straightening and tinting
- dry hair and style it using brushes, combs, straightening irons and other equipment
- shave and trim beards and moustaches
- advise clients on hair care
- block (shape), clean, colour, adjust, curl and cut wigs and hairpieces
- attend hairdressing seminars and training in order to keep up to date with new products and techniques
- operate a cash register and computer
- perform reception duties such as answering telephone calls and making appointments
- sell retail products
- maintain client records
- clean the salon, work areas and equipment

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

# BIOMEDICAL SECTOR

## DESCRIPTION

Biomedical engineering is a relatively new discipline in Malta which incorporates engineering principles into the medical field. Various fields are applied to this discipline including medical imaging and image processing, signal processing, bioinformatics and biomechanics.

## VACANCIES WITHIN THE SECTOR



## Biomedical Scientist



Biomedical Scientists will carry out a range of laboratory and scientific tests on tissue samples and fluids to help clinicians diagnose and treat diseases. You'll also evaluate the effectiveness of treatments. Biomedical scientists usually specialise in one of three areas: infection sciences; blood sciences; or cellular sciences.

Biomedical Scientists may perform the following tasks:

- perform routine and specialist analytical testing on a range of biological samples
- give test results to medical staff, who use the information to diagnose and treat the patient's illness
- process patient samples in good time and make sure that turnaround times for reporting results are achieved
- prioritise your workload and perform urgent analytical testing as required
- identify abnormal or unexpected results and report back and follow up with requesting clinicians
- maintain and run specialist lab equipment
- maintain and order stocks of materials
- answer telephone enquiries about test results and other general lab issues
- accurately record data, write reports and share results
- develop new methods of investigation and keep up to date with diagnostic innovations

## Forensic Scientist



Forensic Scientists provide impartial scientific evidence for use in courts of law to support the prosecution or defence in criminal and civil investigations. They are primarily concerned with searching for and examining contact trace material associated with crimes.

Forensic Scientists may perform the following tasks:

- analysing samples, such as hair, body fluids, glass, paint and drugs, in the laboratory
- applying techniques such as gas and high performance liquid
- sifting and sorting evidence, often held in miniscule quantities
- attending and examining scenes of crimes
- recording findings and collecting trace evidence from scenes of crimes or accidents
- inputting relevant data into computer programs
- reviewing and supervising the work of assistants
- presenting results of work in written form or by giving oral evidence
- justifying findings under cross-examination in courts of law
- researching and developing new techniques
- liaising with team members
- coordinating with outside agencies and offering expert advice
- analysing and interpreting results and computer data
- liaising with police to establish forensic strategies
- writing detailed reports for court
- instructing on procedures for cases

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Healthcare Scientist



Healthcare Scientists working in clinical biochemistry analyse samples taken from patients' blood, urine or other bodily fluids to help with the investigation, diagnosis and treatment of diseases. They develop and implement new techniques, interpret results and liaise with and advise clinical staff on the correct use of tests and any necessary follow up investigations.

They are responsible for the evaluation and quality assessment of diagnostic tests and play a role in developing and managing hospital and community analytical services.

Clinical biochemistry healthcare scientists work as part of a team with other health professionals, such as biomedical scientists and pathologists.

Healthcare Scientists may perform the following tasks:

- a typical laboratory processes several thousand samples per day. Of these, a few hundred results will be abnormal and need to be scrutinised by a clinical biochemist. planning and organising work in clinical biochemistry laboratories, much of which is automated and computer assisted
- performing clinical validation: checking abnormal results identified by automated analysers and deciding if further tests are necessary
- carrying out complex biochemical analyses on specimens of body fluids and tissues, using spectrophotometry, mass spectroscopy, high performance chromatography, electrophoresis, immunoassay and, increasingly, molecular biological techniques
- auditing the use and diagnostic performance of tests, as part of national and international quality assurance programmes
- identifying the cause of and resolving any poor analytical performance problems
- searching scientific literature for evidence of specificity and sensitivity of a diagnostic test
- devising and conducting basic or applied research
- writing reports, funding bids and conducting research with clinical staff

# CHILDCARE SECTOR



## DESCRIPTION

In the last few years, a good number of both Government and Private childcare centres have been opened in Malta and services are offered for infants and children aged between three months and three years. Activities at these centres are focused on all areas of child development, including social, emotional, physical, intellectual, communicative and creative areas. Educators know how important it is for children to have fun and enjoy themselves, and varied daily programmes will include play activities that stimulate learning in a modern, safe and fully-equipped environment.

## VACANCIES WITHIN THE SECTOR



Child Care Assistant

Kindergarten Assistant

## Childcare Assistant



Childcare Assistants care for the social, emotional, physical and educational needs of infants and young children in various care settings.

Childcare Assistants may perform the following tasks:

- plan and implement developmental programmes based on observation of individual childcare
- observe and record children's growth, behaviour and development, and discuss these with parents
- integrate children with special needs into the programme, modifying the programme and the physical environment if necessary
- supervise and train staff
- prepare play and learning materials and set up the children's environment
- supervise children's play, ensuring their physical safety at all times
- help children with daily routines such as toileting, dressing, eating and sleeping
- guide children's behaviour and social development
- maintain a safe, clean and appealing environment within the Childcare centre
- perform basic first aid in emergencies

## Kindergarten Assistant



Kindergarten Assistants plan and conduct education programmes for young children. Kindergarten Assistants work in government-owned pre-school centres, early education classes, community kindergartens and community childcare centres.

Kindergarten Assistants may perform the following tasks:

- plan activities using a variety of materials and equipment to develop good coordination, social skills, creativity, self-expression and an interest in learning
- promote language development and self-confidence through storytelling, drama, music and discussions
- help to organise and participate in excursions to enhance learning experiences
- encourage children to question and explore the world in which they live
- observe children to evaluate and record their progress and to detect signs of developmental disorders, ill health or emotional disturbance
- recommend appropriate programmes for further development
- work with guidance officers, speech pathologists and psychologists to assist children with special needs
- help integrate children with special needs into mainstream classes
- promote health and safety concepts and social interaction with other children
- promote awareness and appreciation of diversity in multicultural societies
- attend to sick children and those in need of first aid
- comfort children who are hurt or distressed
- assist children with their toileting and personal hygiene
- discuss aspects of children's development with parents and other educators
- discuss the aims of the education programme with parents
- participate in community activities and parent/staff committees
- supervise and work with student teachers and trainee childcare workers

## Students Testimonials:

"The island is beautiful and there is a lot to see..."

It has been very exciting to work in Malta. The people here are very kind and helpful. I have been in practice at a school with children from age 1-5 years. They work out from Montessori principals and it has been exciting to get to know their ways. In the beginning it was a bit hard to not get lost because the roads lead everywhere. But you get used to it fast. The island is beautiful and there is a lot to see.

**ISABELLA RASMUSSEN**  
Denmark

"Gained many valuable experiences..."

I learnt a lot of new things and gained many valuable experiences. I was working as an animator in a kids club. I met so many wonderful people who taught me different things. I recommend coming to Malta, because it's very beautiful and diverse. I really can't believe all the things I've seen, learnt and done.

**TAJDA KOVAC**  
Slovenia

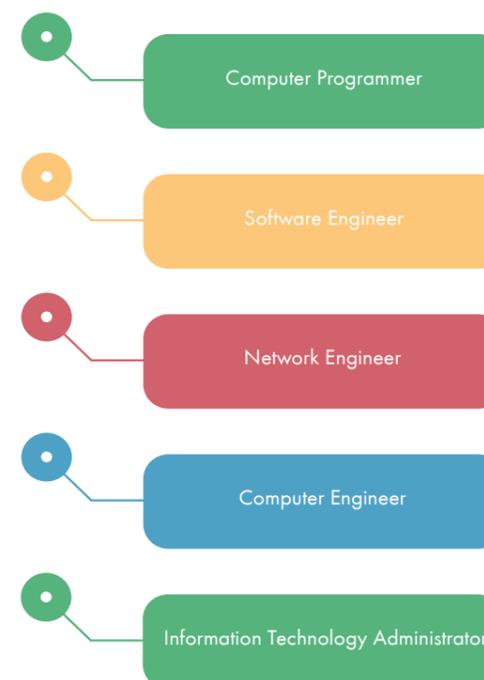
Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## COMPUTING AND IT SECTOR

### DESCRIPTION

The ICT industry is one which is ideal for Malta. The industry is heavily dependent on investment in knowledge whilst saving on brick and mortar and space in general. Companies based in Malta are involved both in the development of ICT systems for local consumption, with the larger portion of employees focused on export of ICT services, such as the online gaming (casinos), the digital game industry, financial services, health services, digital media content, animation and creativity, and many other facets of ICT. The industry caters for circa seven per cent of Maltese GDP, yet has the potential to grow exponentially and participate further in the generation of wealth for this smallest of European nations.

### VACANCIES WITHIN THE SECTOR



### IT Support Technician



IT Support Technicians provide technical advice and support to help people use computer software and hardware effectively.

IT Support Technicians may perform the following tasks:

- identify the hardware and software needed to provide solutions to problems
- assist with the customisation and adaptation of existing programmes to meet users' requirements
- provide telephone, face-to-face and online support to customers
- download and install appropriate software
- connect users to networks and provide initial training in facilities and applications
- liaise with vendors and programmers
- provide information relating to customers' hardware and software purchasing decisions
- make sure users can use the equipment by providing personal tuition and self-help instructions
- undertake housekeeping and reporting functions for the area of responsibility

## IT Programmer



IT Programmers write, test and maintain computer programmes to ensure that the computer application meets the needs of the users of the computer system.

Programmers may perform the following tasks:

- assist systems analysts and designers in researching and documenting computer users' requirements
- analyse objectives and problems specified by analysts and designers
- translate the solutions provided by systems designers into detailed programme specifications
- prepare documentation for other programmers, users of the system and other support services workers
- undertake programme design activities including definition of data and error message arrangements
- supervise and report on the work of junior programmers
- modify and document programme code to correct errors or to enhance a programme's capabilities
- test the programmes and make amendments
- prepare reports on the status, operation and maintenance of system software for use by computer equipment suppliers, systems designers, other programmers and computer operators

## Software Engineer



A Software Engineer creates, maintains and modifies computer and software programmes such as business programmes, games, operating systems, communications software, utility programmes, compilers and database handlers. They may also evaluate new programming tools and techniques and analyse current software products.

## Network/Systems Engineer



Network/systems Engineers design, install, analyse and implement computer systems or networks. They may also work to ensure that the existing network is effective and determine how it should evolve to meet new requirements of the organisation or business.

## Computer Engineer



Computer Engineers are involved in the installation, repair and servicing of computers and associated equipment.

Computer Engineers may perform the following tasks:

- devise and undertake a regular service programme, including support of operating systems
- analyse problems and develop and implement solutions
- provide input on matters associated with site preparation and installation of large computer systems
- install cables for computer networks
- assist staff with establishing the computer hardware and associated equipment required to run IT systems
- manage projects and supervise staff (in senior computer engineering roles)

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

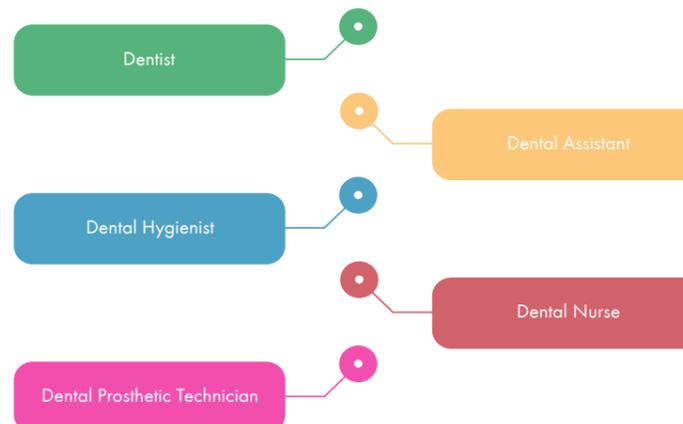
# DENTAL SECTOR



## DESCRIPTION

There are approximately 90 qualified Dentists in Malta. The services offered are dental implants, cleaning of teeth, checkups, braces, treatment of diseases etc.

## VACANCIES WITHIN THE SECTOR



## Dentist



Dentists diagnose and treat oral diseases, injuries and abnormalities of jaws, teeth and gums, undertake preventive procedures, conduct surgery and perform other specialist techniques.

Dentists may perform the following tasks:

- examine patients' teeth and gums using dental equipment and X-rays
- diagnose dental conditions and plan oral health care in consultation with patients
- clean teeth and cavities, and provide preventive care such as scaling, cleaning and fluoride therapy
- repair decayed and broken teeth by rebuilding tooth structures and providing crowns and bridges
- treat diseases of the roots, gums and soft tissues of the mouth
- perform routine surgical procedures, such as extracting teeth, as well as complex operations on the jaws and soft tissues
- give local anaesthetics when necessary for carrying out treatment, and prescribe other medicines for infection or pain
- design and fit dentures, crowns and bridges for the replacement of lost or unsound teeth
- refer patients to dental specialists for further treatment

## Dental Assistant



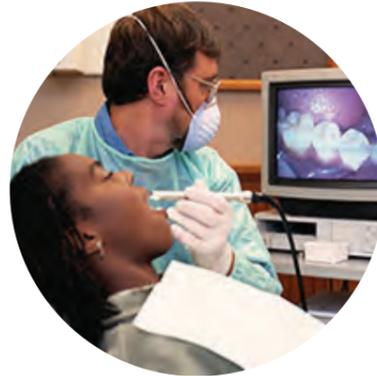
Dental Assistants prepare patients for oral examination and assist dentists in providing treatment to the teeth, mouth and gums. Dental assistants also carry out reception and administration duties.

Dental Assistants may perform the following tasks:

- prepare treatment rooms for patients by following prescribed procedures and protocols
- prepare patients for dental treatment by welcoming, comforting, seating, and draping patient
- provide information to patients and employees by answering questions and requests
- document dental care services by charting in-patient records
- maintain a safe and clean working environment by complying with procedures, rules, and regulations
- conserve dental resources by using equipment and supplies as needed to accomplish job results
- maintain patients appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances
- process, mount and file dental X-rays
- prepare surgery for dental treatment with correct instruments/materials for use as directed by the operator
- clear the patient's mouth of saliva or dental materials used in the treatment by operating handheld suction or air and water-spraying equipment
- Instruct patients in oral hygiene and plaque control programs
- assist dentist in management of medical and dental emergencies
- maintain and restock dental supplies
- answer phones and schedule appointments
- check in and checkout patients
- prepare accounts and collect payments
- update system / database of clients information and treatments taken

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Dental Hygienist



Dental Hygienists use preventive, educational and therapeutic methods for controlling oral diseases to help individual patients and groups achieve and maintain oral health.

Dental Hygienists may perform the following tasks:

- assess and record oral health conditions and plan treatment
- educate, counsel and provide instruction for people of all ages, as well as other healthcare professionals, on oral health and hygiene, plaque control and nutrition
- remove deposits and stains from teeth by scaling, root debridement and tooth polishing
- identify and apply prevention strategies and control mechanisms for dental caries (decay) and periodontal (gum) disease
- select and use appropriate fluoride treatments, and polish tooth restorations
- apply professional tooth whitening agents
- place temporary dental restorations
- expose, process and interpret dental X-rays
- take impressions of patients' mouths for the construction of study casts, mouth-guards and orthodontic appliances
- carry out orthodontic procedures that do not initiate tooth movement (such as band sizing and selection or bonding of fixed retainers)
- apply and remove periodontal dressings and rubber dams
- stabilise teeth affected by gum disease
- select and administer pain control techniques, including local anaesthesia
- remove dental sutures (stitches)
- instruct patients on looking after their teeth and mouth after operations

## Dental Nurse



Dental Nurses prepare patients for oral examination and assist other dental workers, such as dentists, dental therapists and dental hygienists, in providing treatment to the teeth, mouth and gums. Dental assistants also carry out reception and administration duties.

Dental Nurses may perform the following tasks:

- receive patients and prepare them for necessary dental procedures
- prepare surgery for dental treatment with correct instruments/materials for use as directed by the operator
- record findings from oral examinations
- provide instruments and dispense materials during oral examinations or treatments, as directed by the operator
- provide pre- and post-operative instructions for patients undergoing general or local anaesthesia
- clear the patient's mouth of saliva or dental materials used in the treatment by operating handheld suction or air and water-spraying equipment
- clean and sterilise instruments used after treatment
- clean and tidy the surgery, and implement standard decontamination procedures for infection control
- process, mount and file dental X-rays
- maintain and restock dental supplies
- perform routine care and maintenance of dental equipment and instruments
- make appointments for patients, keep records of patients' treatments and send out reminders for re-examinations
- prepare accounts and collect payments
- answer the telephone and carry out other office duties

## Students Testimonials:

"Malta is an amazing island..."

Malta is an amazing island with great people, perfect weather and a lot of opportunities. It has so many different things you can see and do to fit everyone's taste. The hospitality of the Maltese people is fantastic, really kind and helping. I would recommend everyone to go see Malta!

ILSE BURGER  
Holland

## Dental Prosthetic Technician



Dental Prosthetic Technicians construct and repair dentures (false teeth) and other dental appliances, including crowns, bridges and orthodontic appliances.

Dental Prosthetic Technicians may perform the following tasks:

- make models of the mouth and teeth from impressions of the patient's mouth (taken by the dental prosthetist, dentist, dental hygienist or dental therapist)
- use models and moulds to make dental restorations such as inlays, onlays, veneers, crowns and bridges
- polish and finish the appliance prior to placement in the patient's mouth
- make appliances for patients with cleft palates, braces and plates for correcting irregular teeth
- make mouth-guards

"It was my best experience that I ever had..."

When I came to Malta and started working in St.Simons Pharmacy, I was really surprised about the look of the pharmacy. It's really nice to work in there and my co-workers were also very friendly and kind. I was placing medicaments on the shelves and I priced them too. Sometimes I had to go in the storage room to look for some medicaments. Working in a pharmacy is really good for a practice because you can learn a lot of new things about products. It was my best experience that I ever had.

ZIGA NAJGER  
Slovenia

# HUMAN RESOURCES SECTOR



# EDUCATION SECTOR



## Human Resources Assistant



Human resources assistants provide administration services for the recruitment and employment of staff.

Human Resources Assistants may perform the following tasks:

- analyse the skills and qualities required for each particular job and develop job descriptions and duty statements
- advertise staff vacancies, assess applications, interview applicants, administer selection tests, prepare reports and make recommendations to management about staff appointments
- maintain the personal records of employees on matters such as wages, superannuation, leave and training, and prepare associated management reports
- arrange and conduct staff training
- use a number of management information systems to record, maintain, plan and manage the organisation's human resources
- provide advice and information to management and employees on human resource policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programmes
- assist employees with work matters, career development, personal problems and industrial matters
- organise employee welfare services such as health and wellbeing programmes, first aid and fire warden training, superannuation and social activities
- help implement organisational changes (such as those following from industrial relations legislation, revised job classification structures or technological changes)

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## DESCRIPTION

Due to Malta's past as a British colony, the Maltese state school sector naturally draws its main inspiration from the British educational system. In Malta, all children between 4-16 years of age have the right to a free education in all state schools. The standard of education in Malta is high and exams are introduced to pupils at an early age. School uniforms are compulsory and each school has a different uniform with unique colours and logo. Some schools still enforce a separation between boys and girls while genders are mixed at other schools.

## VACANCIES WITHIN THE SECTOR

Primary School Teacher

Secondary School Teacher



## Primary School Teacher



Primary School Teachers educate primary school children by planning and conducting an education programme to develop literacy and numeracy, as well as the physical, emotional, intellectual and social growth of their students

Primary School Teachers may perform the following tasks:

- prepare daily and longer-term lesson plans in accordance with curriculum guidelines
- teach a full range of learning areas, including English (reading, writing, speaking and listening), mathematics, science, technology, society and environment, creative arts, personal development, religious studies, health and physical education
- develop children's interests, abilities and coordination using creative activities such as art, music and sport
- use computers to assist with lesson preparation, teaching and reporting
- develop and maintain good working habits and discipline in classrooms
- carry out administrative duties
- supervise students during classes and at other times in the school day, including in the playground during breaks
- attend staff meetings and other training and development sessions
- take part in joint decision-making about educational issues
- assess and evaluate students' progress in written and oral work
- discuss students' progress and concerns with parents and administrators
- assist with and organise sporting activities, school concerts and excursions
- prepare for and attend parent-teacher interviews and other functions

## Student Testimonial:

"I think that it also helped me to improve my English skills..."

My time in Malta gave me the opportunity to learn something about the Maltese working environment and culture. I think that it also helped me to improve my English skills. I had an interesting experience with administrative work in HR. I worked with confidential documents, input data into Access and I had a chance to visit trainings on many different topics. And of course, in my free time I could visit a lot of interesting places.

EVA JAKUBCOVA  
Czech Republic

Secondary School Teachers may perform the following tasks:

- prepare daily lessons and long-term teaching programmes in accordance with state or territory curriculum and guidelines
- teach using a variety of methods, including formal lessons, discussions, practical activities, experiments, projects, assignments and excursions, taking into account the differences between individual students
- use information technology to assist with lesson preparation, teaching and reporting
- set tests, exams, projects, assignments and homework; mark and correct assessments
- evaluate and report on the progress of students, and discuss individual performance and problems with students and parents
- establish and maintain good working habits and discipline in classrooms and throughout the school
- supervise extra classes when other teachers are absent
- supervise students in the yard during lunchtime and other breaks
- carry out relevant administrative duties
- attend staff meetings, educational conferences and other professional development activities
- coordinate work experience and industry-based programmes
- participate in other activities in partnership with parents and the school community, including parent-teacher nights, school council and other committees
- assist with organising sporting events, camping trips and other excursions
- be involved in distance education (for example, teaching using radio and television transmission, correspondence, audiovisual and other multimedia resources)
- coordinate administrative support programmes and the work of non-teaching staff in schools
- network with other teachers
- work with other staff to revise the school's policies and curriculum implementation to reflect changing student needs and government initiatives

*"Staff was very obliging and helpful..."*

I think that the staff was very obliging and helpful regarding all the questions we had for them. And our mentor was very open to the suggestions we had for our stay at the Sawra home and the different tasks we were facing. He was also a good support to help us achieve our goals, for example finishing our activity project with the residents.

**NIELS THUM**  
Denmark

## Secondary School Teacher



Secondary School Teachers teach one or more subjects within the school curriculum to secondary students. Subject areas include English, mathematics, science, history, geography, drama, dance, art, music, health and physical education, design, information technology, accounts and economics, religious studies, languages other than English (Italian, French, German etc.) and home economics.

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

### Students Testimonial:

*"I would do it all over again..."*

It was a wonderful experience for me and I would do it all over again. Malta is absolutely wonderful, people are nice and I just fell in love with Malta. My boss/mentor was very kind to me and he has taught me a lot of useful things. I was also very satisfied with the apartment that Paragon provided for me and also with their staff. Don't think twice, just come here and enjoy it.

**LINA BANOVEC**  
Slovenia



## VACANCIES WITHIN THE SECTOR

Mechatronics Engineer

Mechanical Engineer

Electrical Engineer



### Mechatronics Engineer



Mechatronic Engineers design and maintain machinery with electronic and computer control systems, such as aircrafts, robots, motor vehicles, cameras, power generators and mining and chemical plant machinery. Workplaces range from laboratories and processing plants to engineering design offices.

Mechatronic Engineers may perform the following tasks:

- design, develop, maintain and manage high-technology engineering systems for the automation of industrial tasks
- apply mechatronic or automated solutions for the transfer of materials, components or finished goods
- apply advanced electronic control systems, which are usually computer-driven
- design and assist with the manufacture of consumer products such as cameras and video recorders
- apply electronic and mechanical processes and computers to tasks where the use of human labour may be dangerous (underwater exploration, mining or forestry, for example)
- carry out studies into the feasibility, cost implications and performance benefits of new mechatronic equipment

## Mechanical Engineer



Mechanical Engineers plan, design and oversee the development, installation, operation and maintenance of machinery. They conduct research to solve practical engineering problems and improve efficiency. A manufacturing systems engineer designs and improves systems and equipment that complete tasks accurately and change raw materials into products with minimal wastage of time, materials and energy.

Mechanical Engineers may perform the following tasks:

- design new machines, equipment or systems, taking into account cost, availability of materials, and strength and maintenance requirements
- consider the appearance of the designs as well as the impact on users and on the environment
- carry out research on the use of different types of fuel and energy, materials handling, heating and cooling processes, the storage and pumping of liquids and gases, and environmental controls
- use computer-aided design (CAD) to assist with design and drawing
- design and construct resource development projects such as offshore platforms, onshore gas plants and iron or mining facilities
- supervise the operation of manufacturing process plants such as vehicle and electrical appliance production plants, coal handling installations, power stations, and sewerage and water supply pumping stations
- specify, select and install factory machinery and production systems and manage machinery maintenance
- set up work control systems (such as the testing of equipment) to ensure that performance, quality, cost and safety requirements are met
- act as consultants, researching possible changes or improvements and estimating costs of products for clients

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Electrical Engineer



Electrical Engineers design, develop and supervise the manufacturing, installation, operation and maintenance of electrical systems. They work on systems for the generation, distribution, utilization and control of electric power. They also work on electronic systems used for computing, communications and other industrial applications. Electrical engineers may specialize as electrical maintenance engineers, electrical power engineers, electrical design engineers, communications engineers or computer engineers. Electrical engineers work with senior administrators, civil and mechanical engineers, computer scientists and various workers in the business, building and construction industries.

Electrical Engineers may perform the following tasks:

- plan and design power stations and equipment for generators
- supervise construction plans and specifications and draw up contracts
- supervise operating and maintenance staff
- design and produce drawings of electrical systems using computer-aided design (CAD)
- decide on the type and arrangement of circuits, transformers, circuit-breakers, transmission lines and equipment, based on calculations
- make or improve products such as electric motors, parts, equipment and appliances
- prepare and interpret specifications, drawings and regulations for the use of electric power equipment
- determine delivery and installation schedules for machines, switchgear, cables and fittings
- organise and manage staff and materials in the making of electrical parts, machines, appliances and equipment
- ensure completed works meet specifications and safety standards
- design and install control and signalling devices for road, rail and air traffic
- design telecommunications equipment and networks
- contribute to and adhere to safety requirements

## FINANCE AND ACCOUNTING SECTOR

### DESCRIPTION

Malta is a leading European financial centre which combines high regulatory standards and rigorous enforcement with a commercial, business savvy attitude. The financial sector has achieved rapid growth since the country's 2004 accession to the EU and the island is now rightly seen as having a sound and sophisticated financial system. Being a EU member, low cost and fiscal base, English speaking highly- educated workforce and geographic location, Malta is very well suited to the role of international financial centre, and is particularly well adapted to serving as a platform and base of operations of businesses looking to penetrate the European and North African markets.

### VACANCIES WITHIN THE SECTOR

Accounts Clerk

Accountant

Finance Clerk

Administration Assistant



## Accountant



Accountants analyze, report and give advice about the financial dealings of organisations and individuals, and advise on associated record-keeping and compliance requirements.

Accountants may perform the following tasks:

- assist with the formulation of budgetary and accounting policies
- prepare financial statements for presentation to boards of directors, management, shareholders and statutory bodies
- conduct financial investigations, undertake audits, prepare reports and advise on such matters as the purchase and sale of businesses, mergers, financing, suspected fraud, insolvency and taxation
- examine the income and expenditure of institutions
- provide assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- provide financial and taxation advice about business structures, plans and operations
- liaise with bankers and brokers to establish funds management arrangements
- advise on the selection and application of computer-based accounting systems
- appraise cash flow and financial risk of investment projects

### Accounts Clerk



Accounts Clerks may perform the following tasks:

- receive and record invoices and arrange payment
- prepare and send invoices to debtors
- check and process loan applications
- calculate and distribute wages and salaries
- prepare regular reports and summaries of accounting activities
- prepare financial statements and debtors' listings
- check customers' credit ratings
- verify recorded transactions and report irregularities to management
- prepare reconciliations of accounts

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

### Finance Clerk



Finance Clerks may perform the following tasks:

- prepare reports for management
- summarise the business financial position in the areas of income, expenses, capital usage and cash flows, and assists with the preparation of strategic plans, budgets and financial forecasts

### Administration Assistant



Administration Assistants perform a range of administrative tasks in an organization.

Administrative Assistants may perform the following tasks:

- sort and distribute incoming mail to areas and staff within the organisation and dispatch outgoing mail
- write business letters, reports or office memos using word processing programmes
- answer telephone enquiries from customers, attend to visitors and assist other staff in the organisation with their enquiries
- operate a range of office machines such as photocopiers, computers and faxes
- file papers and documents
- undertake other duties such as banking, credit control or payroll functions

### Student Testimonial:

*"Pleasure to work together with my colleagues..."*

During the internship I was working in an Accounting, Audit and Advisory company. It was a pleasure to work together with all my colleagues. Experience which I've got and knowledge which I've learnt will definitely help me in my future. I have improved my English skills, personality and working skills in group and as an individual. Finally, I have more confidence and have gained more experience that can help me to find a job in the future.

DOVILE  
Lithuania

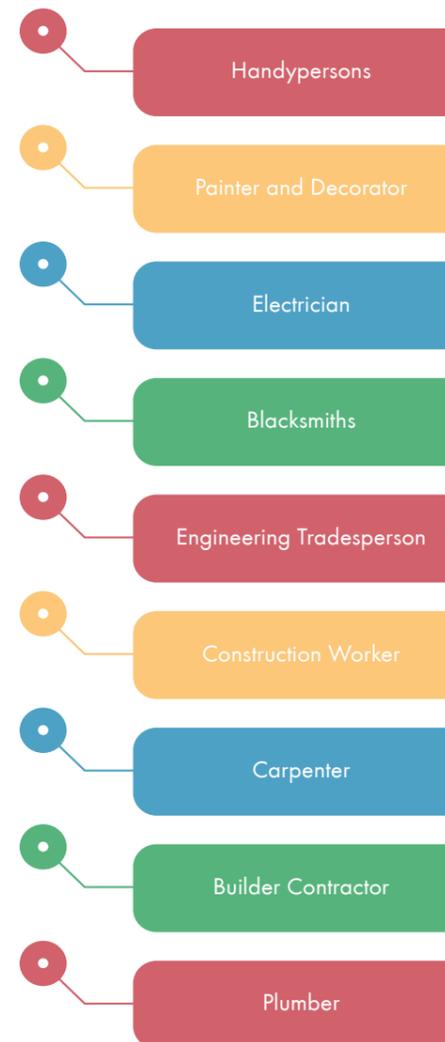
## GENERAL MAINTENANCE SECTOR



### DESCRIPTION

The General Maintenance sector includes all types of manual works including plumbers, electricians, air condition installers etc. In Malta, students can get great hands on experience with companies within this sector.

### VACANCIES WITHIN THE SECTOR



### Handyperson



Handypersons repair and maintain their clients' homes or other workplaces, such as residential buildings.

Handypersons may perform the following tasks:

- clear gutters
- repair broken fixtures or fittings
- apply paint and plaster
- fit, maintain or repair irrigation systems
- replace light bulbs
- repair or replace ceiling or exhaust fans and filters
- clean smoke detectors
- erect shelving units or other built-in furniture
- undertake gardening duties such as weeding, digging, planting and pruning

Handypersons work indoors and outdoors and are required to work in all weather conditions. They usually work long hours, which may involve early mornings and late afternoons. They may need to work at heights and lift heavy objects.

## Painter and Decorator



Painters and Decorators apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate interior and exterior surfaces of domestic, commercial and industrial buildings and other structures.

Painters and decorators may perform the following tasks:

- determine the quantity of materials needed for the job by taking surface measurements or by looking at job specifications or drawings
- remove old paint or paper using sanders, scrapers, heat guns, liquid paint removers and steam strippers as appropriate
- prepare surfaces by fixing woodwork; filling or sealing holes, cracks and joints; and washing them down using high pressure wash systems to remove dust and grease
- select and prepare paints to match colours by adding tints
- brush, roll or spray paints, stains, varnishes and other finishes
- when wallpapering, set out the area according to the pattern match and starting point in the room, cut the paper to the appropriate length, apply paste to the back of each strip and hang the paper on the wall, smoothing out any wrinkles or bubbles
- spray paint surfaces using a spray gun or specialised equipment
- apply decorative paint finishes such as stencils, colour glaze, graining, marbling and lettering, gold leaf and texture finishes
- wash equipment and clean work areas

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Electrician



Electricians install, maintain, repair, test and commission electrical and electronic equipment and systems for industrial, commercial and domestic purposes. Electricians may also work on electrical transmission and distribution equipment.

Electricians may perform the following tasks:

- read electrical, architectural and mechanical diagrams, drawings or specifications to determine job requirements
- plan the layout of wiring systems
- test for, locate and repair electrical malfunctions
- install electrical and electronic control systems and insulated cables
- install electrical equipment such as storage heaters, water heaters, electrical signs, switchboards and motors
- assemble electrical and electronic components and appliances
- connect electrical equipment to power supplies
- connect switches, outlets and other fittings
- connect circuit breakers
- maintain automated production processes

## Blacksmith



Blacksmiths shape bars, rods and blocks of metal using hand or power tools to produce or repair metal articles. Blacksmiths also make and repair agricultural equipment, mining and quarrying machinery, or ornamental steelwork such as gates and fences. They can specialise in forge-smithing, hammer-smithing or tool-smithing.

## Engineering Tradesperson – Fabrication



Engineering Tradespersons – Fabrication cut, shape, join and finish metal to make, maintain or repair metal products and structures. They may produce moulds or patterns for metal castings, apply coatings and work with a variety of materials.

Fabrication Engineering Tradespeople may perform the following tasks:

- examine detailed drawings or specifications to find out job, material and equipment requirements
- cut, roll, shape, bend, mould, spin, heat or hammer metal products to fabricate parts or sub-assemblies
- heat treat metal parts and components
- set up and/or operate hand and machine tools, welding equipment or Computer Numerically Controlled (CNC) machines
- assemble parts and structures by lining up and joining them by welding, bolting or riveting
- finish products by cleaning, polishing, filing or bathing them in acid solutions, or by applying protective or decorative coatings

## Carpenter



Carpenters construct, erect, install, finish and repair wooden and metal structures and fixtures on residential and commercial buildings. They may also carry out work on large concrete, steel and timber structures such as bridges, dams, power stations and civil engineering projects.

## Construction Worker



Construction Workers assist on building and construction sites by doing a range of manual labour jobs.

Construction Workers may perform the following tasks:

- unload, carry and stack building materials and place tools and equipment in position
- dig trenches using hand tools or jackhammers to break up rock and concrete, so that footings and services can be laid
- place and compact filling and quarry materials
- help to erect and dismantle scaffolding (subject to certification in some states and territories), ramps, catwalks, barricades and warning lights
- mix, pour and spread concrete under supervision
- use wheelbarrows to remove rubble and rubbish from building sites
- dismantle small structures and strip materials in preparation for new construction
- operate construction machinery (such as excavators), subject to any licensing and accreditation requirements
- clean surfaces for painters

Carpenters may perform the following tasks:

- construct formwork into which concrete is poured
- set out an outline of the building on the ground of the site, using string and pegs to allow for excavations
- build floors, wall frameworks (timber or metal) and roofs, and lay timber floors
- read plans and specifications to determine the dimensions, materials required and installation processes to be followed
- install metal and timber windows, sashes and doors
- construct and erect prefabricated units, such as cottages and houses
- cut materials with hand and power tools, and assemble, nail, cut or shape parts
- install door handles, locks, hardware, flooring underlay, insulating material and other fixtures
- maintain and sharpen tools

## Building Contractor



Building Contractors coordinate the construction of dwellings and other structures.

Building Contractors may perform the following tasks:

- examine and interpret clients' plans or arrange the drawing of plans to meet building regulations
- submit tenders (offers to do jobs at a stated price), quotes or prices for a project to clients
- arrange the submission of plans to local authorities for approval and arrange inspections of building work
- organise employees and/or subcontractors to carry out all stages of building and negotiate rates of pay
- calculate quantities of materials required for building projects and order these from building suppliers or advertise for tenders
- arrange delivery times of materials to coincide with various stages of the building process
- supervise the work of employees and/or subcontractors to ensure buildings are of an acceptable standard and are proceeding according to the contract requirements and programme schedule
- coordinate the activities of office staff involved in the preparation and payment of accounts

## Plumber



Plumbers lay out, install, test and maintain pipes, fixtures, metal roofing, fittings, gas meters and regulators.

Plumbers may perform the following tasks:

- prepare and/or study plans and specifications to determine the layout of plumbing systems and materials needed
- find and mark positions for connections, measure pipes and mark cutting or bending lines, then cut holes through walls and floors to accommodate pipes
- cut, thread and bend pipes, assemble and install piping, valves and fittings, and join pipe sections and secure pipes
- test lines as required by local plumbing regulations
- install equipment such as boilers, chillers, pumps, heating and cooling systems, gas appliances, water tanks, water heaters and solar water heating systems, and fixtures such as toilets, wash basins and industrial processing units
- weld and braze pipework (steel, copper, plastic and stainless steel)
- system testing and commissioning
- maintain and repair plumbing systems



## PROJECT MANAGEMENT SECTOR

### DESCRIPTION

Work in the Project Management Sector includes sourcing new partners and project proposals; liaising with new consortia on proposal writing and submission of various proposals under the different funding programmes of the EU; management of ongoing projects which includes liaising with partners, conducting research, organising local events, attending (and at times organising) partner meetings and reporting.

### Student Testimonial:

*"It helped me to evolve and develop my professional skills..."*

For me, this experience was very special. I concede that it helped me to evolve and develop my professional skills and that it also helped my abilities to talk in another language. It was also very nice to see and to live in a different culture.

It was an extremely useful experience that for sure will help me in all ways, and I hope I will do it again.

OVIDIU GHEORGHIU  
Romania

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Project Assistant



Project Assistants handle every aspect of ongoing projects while also sourcing and prospecting new projects that the company may participate in.

Project Assistants may perform the following tasks:

- identifying past project leaders and partners in project proposals submitted
- building databases which include information about the funding programme, past project experience and contact information
- identifying persons to contact for open calls in the areas of interest and as instructed
- contacting potential partners via email/telephone
- work on ongoing projects assigned depending on the needs of the team
- research
- event organisation
- drafting of press releases and articles on topics of interest and ongoing activities
- assistance on project review and reporting

### Student Testimonial:

*"My mission was interesting..."*

I have spent 1 month in Malta. I really enjoyed working for the company. They taught me a lot about my future job. My mission was interesting. I also went on a construction site and was very impressed. Now I have a more precise idea of what I want to do later. Thanks a lot.

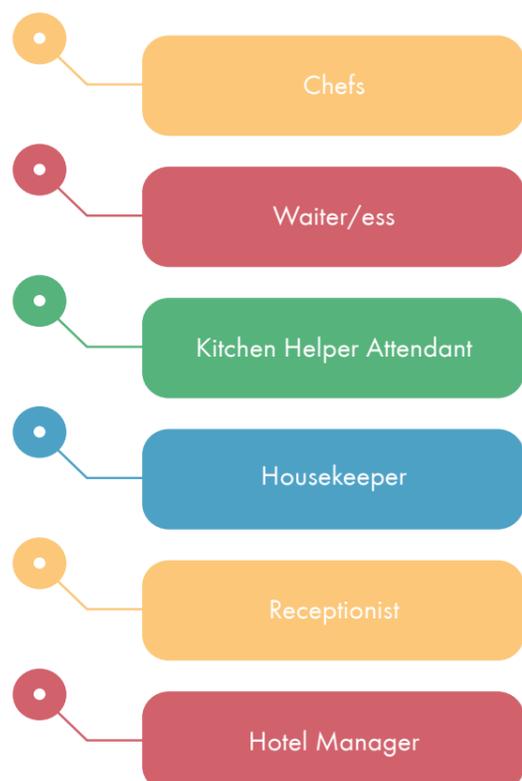
GIQUEL CAROLE  
France

# HOTEL INDUSTRY SECTOR

## DESCRIPTION

The hotel industry is one of the largest in Malta, with hundreds of hotels around the island, employing thousands of people and one of the major contributors to the Maltese economy. Tourism in Malta is characterised by increased market segmentation and is facing an increasing number of competing emerging destinations. The tourism industry is very much dependent upon the quality of the environment and a number of hoteliers have indicated that tourists are becoming more aware of their surroundings and of the environmental practices adopted by hotels.

## VACANCIES WITHIN THE SECTOR



### Chef



Chefs plan and organize the preparation and cooking of food in a number of settings. Chefs may be required to work shifts, including weekends and public holidays, sometimes on a 24-hour rotating roster.

Chefs may perform the following tasks:

- plan menus and determine food and labour costs
- recruit and train staff
- plan staff rosters and supervise the activities of cooks and assistants
- discuss food preparation issues with managers, dietitians and other staff members
- order food, kitchen supplies and equipment
- demonstrate techniques to cooks and advise on cooking procedures
- prepare and cook food
- explain and enforce hygiene regulations
- freeze and preserve foods

### Waiter and Waitress



Waiters and Waitresses serve food and drinks to guests in hotels, restaurants, clubs and similar establishments.

Waiters and Waitresses may perform the following tasks:

- take restaurant reservations
- set tables with clean linen or place mats, cutlery, crockery and glasses
- welcome and seat customers and hand menus to them
- talk to guests about the menu and drinks and recommend combinations
- in some cases promote local produce and attractions to visitors from interstate and overseas
- take customers' orders and pass them to kitchen staff or bar attendants
- serve food and drinks
- carve meat
- prepare bills and present them to customers
- handle money or credit cards
- clear tables and return dishes and cutlery to kitchens

### Housekeeper and Room Attendant



Housekeepers and Room Attendants clean and maintain rooms in hotels, motels and other places of accommodation.

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

### Kitchen Attendant - Helper



Kitchen hands assist cooks and chefs in preparing and storing food, washing dishes and kitchen utensils, and cleaning work areas. Kitchen hands may be employed on a full-time, part-time, casual or seasonal basis and usually work in shifts.

Kitchen hands may perform the following tasks:

- wash and clean utensils and dishes and make sure they are stored appropriately
- handle, sort, store and distribute food items
- wash, peel, chop, cut and cook foodstuffs, and help prepare salads and desserts
- sort and dispose of rubbish and recycling
- organise laundering of kitchen linen
- clean food preparation equipment, floors and other kitchen tools or areas

Room attendants may perform the following tasks:

- check that rooms have been vacated before cleaning
- make beds daily and change bed linen
- vacuum carpets, floors and upholstery
- clean bathrooms and supply with fresh towels and toiletries
- check and restock tea, coffee, sugar, milk and mini bar supplies
- make sure that televisions, radios, lights and air conditioning equipment are working
- report to a supervisor if articles are left behind by guests, if there is damage to rooms or if any items appear to have been stolen
- take laundry and dry cleaning orders from guests

## Receptionist



Receptionists act as the first point of contact in a hotel, greeting people and attending to enquiries made by phone or in person.

Receptionists may perform the following tasks:

- receive reservations for accommodation from clients, either in person, online or by telephone or email
- take guests' details and allocate their rooms
- talk to transport carriers (such as airlines, bus companies and rental car agencies) to make and confirm travel arrangements for guests
- inform guests of the hotel's services and facilities, policies and procedures
- provide tourist information to guests
- make reservations for sightseeing tours, restaurants, the cinema and live entertainment
- deal with enquiries and requests from guests
- take messages for guests
- finalise guests' bills and issue receipts upon payment
- arrange accommodation for guests travelling to other destinations
- perform cashier duties and exchange foreign currency
- place guests' possessions in a safe if requested
- coordinate the cleaning of guests' personal laundry, shoe shining and room service deliveries
- follow in-house procedures to help ensure the security of guests and employees
- perform general secretarial duties, such as preparing correspondence and attending to a switchboard
- make reservations, check guests into and out of the hotel, give information about facilities available and advise visitors about places of interest

## Hotel Manager



Hotel Managers plan, supervise and control the operations of a hotel.

Hotel Managers may perform the following tasks:

- plan, direct and coordinate accounting, food and beverage services, guest services, maintenance, staff development, and sales and marketing
- allocate tasks and priorities, coordinate resources, and develop business plans and marketing strategies
- manage building costs, rents, maintenance, lighting, power, heating, air conditioning, floorings and furniture
- control capital and operational expenditure
- prepare reports for senior management
- make sure government health, occupational safety and licensing regulations are followed
- carry out marketing and sales activities for rooms, conventions, banquets and conferences
- supervise arrangement and re-arrangement of furnishings
- manage the security of the hotel and its staff
- publicise the hotel through public relations activities in the local business community

### Student Testimonial:

*"I observed and learnt different working methods ..."*

My work at Casa Ellul was very rewarding. I observed and learnt different working methods in a luxurious hotel and I could use this experience in my next job.

BEAUGET  
France

# SOCIAL WORK SECTOR

## VACANCIES WITHIN THE SECTOR



Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Social Worker



Social workers help people to deal with personal and social problems, either directly or by planning or carrying out programmes that benefit groups or communities. They are interested in challenging the structural barriers that contribute to inequality, discrimination, exploitation and oppression within communities.

Social workers may perform the following tasks:

- provide clients with information about services that can assist them
- provide letters of referral or reports that will help clients to obtain other services such as crisis accommodation or social security benefits
- guide small groups of people to share their experiences, support each other and learn social skills
- assist community groups to plan and carry out programmes to help themselves (assisting newly arrived immigrants to form an association, for example)
- research community problems, needs and solutions through client contact and records of welfare and health agencies
- analyse statistics and write reports
- develop policy and evaluate programmes

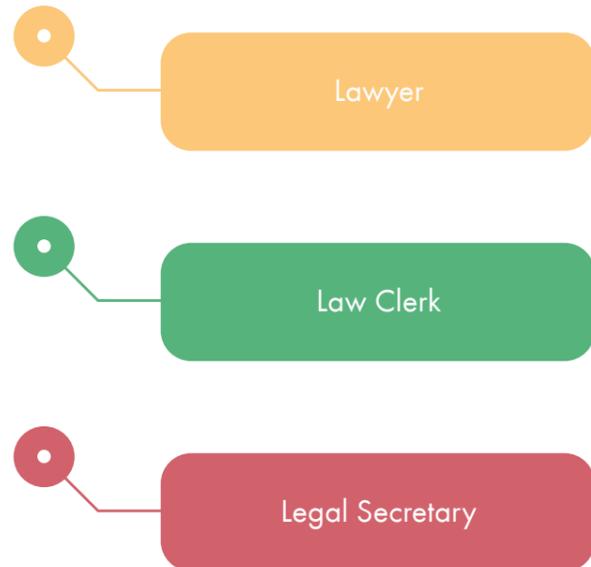
# LEGAL SECTOR



## DESCRIPTION

Malta is internationally respected as a financial services centre and as a jurisdiction where a robust legal environment spearheads the country's growth. Both these areas of service specialisation are fully compliant with EU laws and regulations.

## VACANCIES WITHIN THE SECTOR



Lawyer

Lawyers provide advice, write documents and conduct negotiations on legal matters, and may represent clients in court, at arbitration or mediation proceedings and tribunal proceedings.

Lawyers may perform the following tasks:

- provides legal advice and drafts documents in complex matters
- conduct negotiations and appear in courts and tribunal hearings on behalf of clients
- may also undertake research and consult with clients and witnesses

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

Law Clerk



Law Clerks perform a variety of legal tasks under the supervision of the Legal Practitioner or clerks of court. Law clerks may assist their employers in all areas of law, including probating (proving the validity of wills), conveyancing (dealings in land and property), criminal law, family law, wills and power of attorney, insurance law, environmental law, human rights law, company law and civil litigation.

Law Clerks may perform the following tasks:

- search land titles to check details such as property boundaries and ownership of the property
- attend settlements for the purchase or sale of land
- examine contracts and obtain relevant information so that solicitors can proceed with finalisation
- fill out necessary forms and lodge them with government offices or the courts
- undertake company, business name, bankruptcy and other searches
- assist with maintenance of bookkeeping records
- assist with the preparation of briefing papers for use by barristers when a solicitor's client has to go to court
- assist clients by providing information about legal processes and statutory information
- assist prosecution or defence lawyers in court and arrange for the attendance of witnesses at court
- assist legal practitioner and senior counsel with case management

Legal Secretary



Legal Secretaries assist professionals, managers and executives by performing clerical and secretarial duties.

Legal Secretaries may perform the following tasks:

- screen telephone callers
- make and record appointments
- operate office equipment such as photocopiers, fax machines, switchboards and computers
- file correspondence and other records
- receive and process incoming and outgoing mail
- write letters and reports on behalf of the organisation
- store and retrieve data on computers
- talk to clients
- prepare agendas or programmes for meetings
- attend and take minutes of meetings, both in the office and at other locations
- organise business itineraries, travel arrangements, conferences, meetings and social functions
- hire and supervise staff
- maintain budget and account records
- purchase office supplies

## Student Testimonial:

*"They have been patience, helpful, understanding..."*

I did my internship in Malta in a legal office in Valletta. At the beginning my English was really bad. I was not able to have a conversation. I have to say thank you to all the persons I had met during my work experience in Malta. They have been patient, helpful and understanding during all the time I spent with them.

SARA NORI  
Italy

# MARKETING SECTOR

## DESCRIPTION

Marketing exists in most businesses across all sectors. People working in this sector help organisations to connect with their audiences and promote brands, products and messages. Marketing is the overall process, while advertising and PR are both individual sub-components. Marketers work in numerous areas, including media planning, advertising, brand management, events, content, social media and more.

## VACANCIES WITHIN THE SECTOR



### Market Researcher



Market Researchers collect and analyse information to assist with marketing and to determine whether a demand exists for a particular product or service.

Market Researchers may perform the following tasks:

- design questionnaires and select sample groups to survey
- collect facts from sources (such as company records) showing the total volume of sales, or from government statistics and information (such as population census data)
- arrange and analyse collected information
- interpret and predict current and future consumer trends, such as changes in tastes and lifestyles
- write reports about the results of research activities
- discuss information needs with clients
- identify specific consumer markets for clients

### Marketing Officer



Marketing Officers promote a company's or client's products or services. This can involve marketing existing products, developing new products to cater for consumer demand, or developing markets for new products or services.

Marketing Officers may perform the following tasks:

- identify and analyse an organisation's strengths and weaknesses, and respond to opportunities and threats in the marketing environment
- set goals for market share and growth
- develop and implement appropriate strategies by selecting, segmenting and targeting markets, and promoting products and services to those markets
- make decisions regarding products, such as choosing labels or packaging
- work on developing new products
- determine an approach to pricing and set prices for products and services
- manage distribution channels such as shops and wholesalers
- make decisions regarding the distribution of products (such as taking orders, warehousing, stock control and transport), manage store image or undertake direct marketing
- develop plans for advertising, sales promotion, public relations, personal selling and sales management
- undertake marketing audits to monitor sales performance

### Telemarketer



Telemarketers telephone prospective customers to promote products and services and obtain sales or arrange sales visits.

Telemarketers may perform the following tasks:

- work from a script and a list of contacts to promote products or services by telephone
- create interest in a product or service and secure a sale or an agreement to see a sales representative
- process and arrange the dispatch of products, information kits and brochures to interested clients
- arrange appointments with sales representatives
- record changes to contact details on a database and note follow-up action
- maintain statistics of calls made and successes achieved
- submit periodic reports on telemarketing activities and results
- receive calls and provide information or assist with any problems

### Social Media Assistant, Executive or Manager



Social Media Assistants, Executives or Managers market an organisation's product or service via various social media platforms including, but not limited to, Facebook, Twitter, LinkedIn, E-newsletters, website and web banner marketing, SEO and more. This may involve researching customer behaviour on social media to develop a marketing strategy. Other specialist areas include marketing communications, direct marketing and telemarketing. Entire departments serve these functions in larger organisations.

A role in Marketing involves working with, and gaining the cooperation of, people in specialist areas such as technical experts, production managers, accountants and advertising agents.

# MULTIMEDIA SECTOR



## DESCRIPTION

The Multimedia sector includes the following key words: broadcasting, contract drafting, filming and filming finance, intellectual property etc. Due to foreign production companies interest in filming in Malta, this industry has experienced a 650% growth since just 2014.

## VACANCIES WITHIN THE SECTOR



### Journalist Assistant



Journalist Assistants assist the journalist in writing and editing news, reports and commercials. Editing of news reports, commentaries might also be his / her responsibility.

Journalist Assistants may perform the following tasks:

- assists performing interviews
- undertake research to provide background information for articles
- support creating and uploading content onto your magazine / newspapers website
- build contacts to maintain a flow of news in the specific area
- partially liaises with editors, sub-editors, designers and photographers
- help with investigating the reports so that these can be presented on the television news / radio news

### Camera Person / Operator



Camera Persons / Operators set up the position and operate equipment in studios or on location to photograph or record people, events and scenes.

Camera Persons / Operators may perform the following tasks:

- expose high contrast film for predetermined exposure time
- immerse films in series of chemical baths to develop images and hang film on rack to dry
- perform exposure tests to determine line, halftone, and colour reproduction exposure lengths for various photographic factors
- discuss with the director the types of film, video and lenses to be used, as well as focus and distance settings and camera angles
- adjusts camera settings, lights and lens
- select and set up equipment and accessories
- check that lighting has been organized or set up lights as required
- follow camera scripts
- measure density of continuous tone images to be photographed to set exposure time for halftone images.
- Select and install screens and filters in camera to produce desired effects

### Photographer's Assistant



Photographers' Assistants assist the Photographer in the smooth running of photographic shoots etc.

### Illustrator



Illustrators create drawings and designs for books and magazines, advertisements, film, television and multimedia while assisting editors, clients and authors.

Illustrators may perform the following tasks:

- edit copy, write headlines and plan the layout of news items
- study the project brief (instructions) and select an appropriate style, technique and medium to use
- help negotiating prices and deadlines
- create and model creatures, characters, environments and interiors for 2D and 3D computer animations
- create illustrations using charcoal, pen, ink, paint, photography and computer graphics software
- discuss the project with clients and the production team, making changes as requested
- research a topic by looking at photographs, artworks, advertisements and books, and by observing people, animals and plants
- prepare sketches, layouts and storyboards to try out different ideas

Photographers' Assistants may perform the following tasks:

- prepare sets and check that all equipment functions appropriately
- set up lighting and accessories
- take meter readings, upload files and transport films to laboratories
- keep sets clean and tidy
- catalogue and optimise films, to scan film and assist with image enhancement
- keep records of the film stocks, exposures, lighting set-ups, details of art directors, models, stylists, etc.
- make advanced technical assessments before shoots
- shield the photographer from unnecessary interference or interruptions
- takes part in organising images as they are shot

## Editor



Editors edit already finished documents to improve readability and make it easier for others to understand it while also deciding on the content of publications.

Editors may perform the following tasks:

- edit copy, write headlines and plan the layout of news items
- supervise journalists
- manage the day-to-day running of a newspaper or magazine
- assign staff and photographers to stories
- verify facts, dates, and statistics, using standard reference sources
- review and approve proofs submitted by the composing room prior to publication production
- develop story or content ideas, considering reader or audience appeal
- assign topics, events and stories to individual writers or reporters for coverage
- supervise and coordinate work of reporters and other editors
- make manuscript acceptance or revision recommendations to the publisher
- direct the policies and departments of newspapers, magazines and other publishing establishments
- arrange for copyright permissions
- use a wide range of reference materials
- read material to determine index items and arrange them alphabetically or topically, indicating page or chapter location
- meet frequently with artists, typesetters, layout personnel, marketing directors, and production managers to discuss projects and resolve problems

## Photographer



Photographers set up and takes pictures / photos for any briefed requirement. The photographer positions and operates equipment in studios or on location to photograph or record people, events and scenes.

Photographers may perform the following tasks:

- adjust apertures, shutter speeds, and camera focus based on a combination of factors such as lighting, field depth, subject motion, film type, and film speed
- create artificial light, using flashes and reflectors
- enhance, retouch, and resize photographs and negatives, using airbrushing effects and other techniques
- estimate or measure light levels, distances, and numbers of exposures needed, using measuring devices and formulas
- load and unload film
- photograph subject material to illustrate or record scientific/medical data or phenomena, using knowledge of scientific procedures and photographic technology and techniques
- review sets of photographs to select the best work
- perform general office duties such as scheduling appointments, keeping books, and ordering supplies
- photograph legal evidence at crime scenes, in hospitals, or in forensic laboratories
- sell camera equipment and film to the public
- set up photographic exhibitions for the purpose of displaying and selling their work
- use specialised equipment such as electron microscopes for producing photographs of microscopic items, assisting as necessary in the preparation of specimens to be photographed
- use traditional or digital cameras, along with a variety of equipment such as tripods, filters, and flash attachments

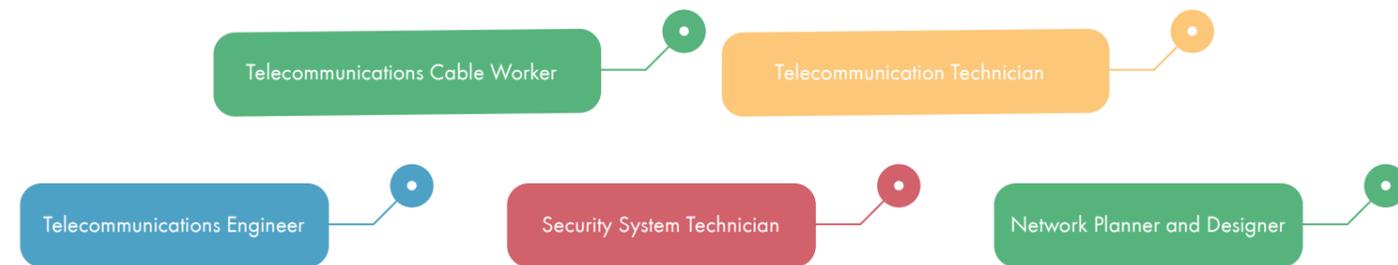


# TELECOMMUNICATION INDUSTRY SECTOR

## DESCRIPTION

The Malta Communications Authority (MCA) was set up to regulate communications services, which include, fixed and mobile telephony, Internet and TV distribution services. It also regulates the postal sector and eCommerce services and Malta's radio spectrum resources. The Authority's mandate has been further extended to include responsibility for developing Malta's ICT potential through innovation. MCA also implements initiatives aimed at ensuring that every business and individual has the competence to beneficially use ICT and engage in online activities. On the consumer front, we implement programmes to ensure that consumers are well informed about their rights and about the various offers available to them.

## VACANCIES WITHIN THE SECTOR



## Telecommunications Cable Worker



Telecommunications Cable Workers make and repair joins in insulated power supply and control cables installed in underground pipes, trenches and overhead systems. They also prepare cable terminations for electrical equipment and overhead lines. Cable jointers also install and maintain underground electrical cables used to transmit and distribute electricity in city and country areas, new housing estates and industrial centers.

Cable Jointers may perform the following tasks:

- pull electrical cables through underground pipes or conduits and join cables in transmission and distribution systems
- prepare low- and high-voltage cable joins and cable terminations while connecting and installing electrical equipment and overhead lines
- test and locate cable faults, and maintain and repair cables
- update location diagrams for the layout of cable systems
- ensure that conductors are correctly connected between sub-stations and customers' premises when installing and making repairs
- assist with manufacturing and preparing cable jointing components
- dig trenches and service pits or tunnels
- encase cables in protective covers
- work with other staff to install or replace cables

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Telecommunication Technician



Telecommunication Technicians install, maintain and repair telecommunications and broadcasting networks and equipment.

Telecommunication Technicians may perform the following tasks:

- install fixed and wireless network equipment and set up new telecommunications services
- ensure that equipment and circuit installations are of good quality
- place or terminate cables, including those made of optical fibre
- undertake proof tests such as line testing, circuit commissioning and power tests
- assemble, erect, position and label items of equipment
- provide cost estimates to customers for installation of equipment
- install and maintain telecommunications and other data systems at customers' premises
- install, test and maintain all types of telecommunications, switching and transmission equipment
- set up computer hardware and install and customise software applications used in telecommunications
- carry out modifications to items of equipment
- analyse system faults with a high degree of diagnostic skill (to circuit board level)
- maintain and adhere to operational procedures and complete appropriate documentation
- take responsibility for tools, and plant and test equipment
- develop and maintain good relations with internal and external customers
- operate call tracing facilities when necessary

## Telecommunications Engineer



Telecommunications Engineers plan, design, construct and install complex telecommunications networks and associated broadcasting equipment.

Telecommunications Engineers may perform the following tasks:

- commission, install and test voice and data optical communication networks
- provide specialist technical support in monitoring and administering large telecommunications optical networks
- install and maintain internet protocol (IP) based optical network telecommunications equipment
- install and test simple IP devices in convergence networks
- develop project management plans
- plan the development of core and access network capabilities
- analyse demand data, and evaluate and forecast network growth
- implement convergence technologies
- design and manage telecommunications and information technology (IT) networks
- diagnose problems and provide network management support
- plan a project from a design specification
- research and analyse the key concepts in design

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

## Security System Technician



Security System Technicians install, test and commission security systems including burglary, access control, fire detection, data and communication, etc.

Security System Technicians may perform the following tasks:

- inspect sites and talk to clients to determine security requirements
- provide estimates to clients for installation of equipment
- route cables through roof spaces, cavity walls and support structures and position and terminate cables, wires and strappings
- mount, position, calibrate, programme and label all items of equipment
- test equipment and diagnose faults
- make connections to telephone lines for alarm monitoring
- maintain and adhere to operational procedures and complete appropriate documentation
- be responsible for assigned tools, plant and test equipment
- survey the workplace and complete a safety work method statement prior to commencement

## Telecommunications Network Planner and Designer



Telecommunications Network Planners and Designers plan and design the development of network infrastructure for customer access.

## Students Testimonials:

"Work experience was very good ..."

During these three months I had really good time on in Malta. Basically work experience was very good, working in such a big company was a new experience for me and I met so many amazing people there. Life in Malta is a bit different but I think everybody will find something interesting here.

MAREK ZATKO  
Slovakia

"Everyone is very willing to help you..."

Malta is a beautiful place, the moment you have time to explore everything is very exciting. People are very friendly and everyone is very willing to help you, anytime. The work place was good and the environment at the office was a very good experience for me as it was my first internship placement and with everything I learned I go back more wise, and full with new memories.

ANNA TSOULARTIA  
Greece

"My internship was very successful..."

My internship was very interesting. I learned a lot of things. The people in my company were very friendly and ready to help. I learned to communicate with people in a foreign language. So in all I think my internship was very successful, and it was a very good experience.

MARIA SEMERAE  
Germany

# SALES SECTOR



## DESCRIPTION

The Sales / Service industry in Malta has evolved widely during the last 25 years. Over these two decades, we have seen the openings of large establishments, shopping malls and supermarkets (both local names and chains).

## VACANCIES WITHIN THE SECTOR

### Telesales Staff



Telesales Staff telephone prospective customers to promote products and services and obtain sales or arrange sales visits.

Telemarketers may perform the following tasks:

- work from a script and a list of contacts to promote products or services by telephone
- create interest in a product or service and secure a sale or an agreement to see a sales representative
- process and arrange the dispatch of products, information kits and brochures to interested clients
- arrange appointments with sales representatives
- record changes to contact details on a database and note follow-up action
- maintain statistics of calls made and successes achieved
- submit periodic reports on telemarketing activities and results
- receive calls and provide information or assist with any problems

Telesales Staff

Sales Representative

Sales Assistants

### Sales Representative



Sales Representatives sell goods and services to industry, business and professional establishments, as well as to wholesale or retail outlets.

Sales Representatives may perform the following tasks:

- visit clients to demonstrate use of products, show samples and take orders
- arrange a schedule of visits to major potential buyers by contacting people and making appointments
- develop and update knowledge of their own products and the products of their competitors
- speak with other sales and marketing personnel in their company to determine the best methods of promoting products
- establish customers' needs and explain and demonstrate products to them, which may involve providing technical descriptions of products and how they may be used
- quote and negotiate prices and credit terms
- prepare contracts and record orders
- report to employers on sales and provide feedback about the marketing of new or established products
- carry out formal presentations of products using videos and other training aids, attend promotional markets and organise product displays
- work on telemarketing campaigns
- plan and work towards meeting sales targets and budgets
- use e-business technology

### Sales Assistant



Sales Assistants sell goods to customers in retail and wholesale establishments.

Sales Assistants may perform the following tasks:

- advise customers on the location, selection, price, delivery, use and care of goods available from the store, with the aim of encouraging them to buy and to return to buy in the future
- operate cash registers and accept payment, or prepare finance arrangements (invoices and contracts, for example)
- take special orders for items not currently in stock, or not normally stocked, and notify customers when the items have arrived
- package goods for customers and arrange delivery
- price, stack and display items for sale and keep the store tidy and attractive
- be aware of health, safety and welfare issues and practices
- participate in stocktaking (counting and describing the goods in stock)
- arrange for the repair of damaged goods or advise on necessary repairs
- order items

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

### Student Testimonial:

"I enjoyed my internship..."

I had my internship in Malta for 3 weeks, a small island in the Mediterranean sea. I worked in Debenhams as a shop assistant. My colleagues were very friendly and helpful. All in all I enjoyed my internship because I met a lot of different people and learned something new everyday. Moreover I want to visit again. I could enjoy the sunny weather. My host family was very hospitable. They welcomed me with open arms. I loved the host mother's cooking. Through this internship I gained more experience for my studies and my approach towards sales.

ANISSA CHIA, France

# TOURISM SECTOR



## DESCRIPTION

The Tourism industry is one of the largest in Malta, with hundreds of hotels, restaurants, museums, Tourist Information Centres, Churches, entertainment and travel agencies around the island, employing thousands of people and one of the major contributors to the Maltese economy. Tourism in Malta is characterised by increased market segmentation and is facing an increasing number of competing emerging destinations. The tourism industry is very much dependent upon the quality of the environment and for this reason Malta is also offering opportunities for niche tourism.

## VACANCIES WITHIN THE SECTOR



### Tour Guide



Tour Guides accompany visitors on local tours and guide tourists within a specific country area or site. They provide special information on history, archaeology, monuments and works of art, the environment, culture, natural and built attractions, places of interest, and any general matters of interest to the visitor.

Tour Guides may perform the following tasks:

- meet members of a tour on arrival and make introductions
- coordinate pre-arranged accommodation and transport and make sure that tour members are comfortable
- lead tour groups, advise tour members of local interest points, and prepare and present tour commentaries
- coordinate pre-arranged tour activities such as visits to local attractions, restaurants or shops, train rides, cruises, extended tours, white water rafting, bushwalking and mountaineering
- provide first aid if needed
- keep in touch with transportation companies
- maintain written reports of daily activities and carry out other administrative work

### Travel Agent



Travel Agents provide information, advice and booking services for people wishing to travel.

Travel Agents may perform the following tasks:

- provide literature and information to clients concerning local, interstate and international tours, travel routes, accommodation, local customs, fares, and travel regulations
- discuss client requirements and advise on suitable options
- plan, prepare and cost itineraries (travel plans) for clients
- make travel, accommodation and related bookings
- confirm bookings and notify clients of luggage limits and insurance, medical, passport, visa and currency requirements
- issue tickets for travel, accommodation vouchers and all relevant documentation
- collect payments and maintain records of transactions
- assist with changes to travel arrangements and bookings where required

Contact us for more details and vacancies in line with your area of study and desired learning outcomes.

### Tourist Information Officer



Tourist Information Officers provide travel, hospitality and accommodation information to tourists and promote tourism.

Tourist Information Officers may perform the following tasks:

- answer questions from tourists, visitors, local residents and other tourism industry colleagues, in person, over the phone, via email or online
- make suggestions on tours, travel routes, accommodation and local attractions
- provide literature and information on local, interstate and international tours and places of interest
- maintain literature and brochures
- sell souvenirs and other merchandise
- discuss transport, accommodation, tour availability and cost
- arrange bookings and documentation for travel and accommodation
- collect payment
- assist travel agents and tour operators in preparing itineraries for tourists
- undertake general clerical and office duties
- coordinate volunteer or part-time staff
- put together statistics concerning the number and nature of enquiries
- be responsible for overall presentation of the information centre

### Student Testimonial:

*"It has been very interesting..."*

This experience in Malta has been very useful for me, I improved my English, I learned a lot of new things. I worked in an office which organises events and games, so I helped them to prepare their events, I worked with computer programs. It has been very interesting.

**YLENIA FOSCHETTI**  
Italy

## Students Testimonials:

“Staff was very nice and the environment was very beautiful...”

I want to thank Paragon for this experience in Popeye Village and in Malta. It was a great experience at Popeye because the staff was very nice and the environment was very beautiful. That work was good for my painting training. I was able to learn new techniques of painting. I painted a lot of wooden beams, wooden houses indoors and outdoors. And I was in charge of iron bannister and a wooden gate out at the minigolf in Qawra. I improved my English through my work experience because I always spoke English with my mentor and the staff.

**QUENTIN LEFEVRE**  
France

“This internship allowed me to improve my skills...”

I started my internship in Malta from March to May and it was a very good experience for me. It allowed me to improve my English and now I can speak better and I also understand more than before I started my internship. Moreover, this internship allowed me to improve my skills on my area and to learn a lot of things especially in logistics and transportation. I have discovered that Maltese people are very friendly and willing to spend some of their time talking to us. Finally, I have more confidence and have gained more experience that can help me to find a job in the future.

**FLORA SCHER**  
France

“I wish I could have more months to spend here...”

Malta has welcomed me here with an amazing work environment in which I could experience what I have studied for, and forming my professional life career. I wish I could have more months to spend here, to learn more and collaborate with the amazing co-workers who work with Heritage Malta.

**MARIA TARDANI**  
Italy

## Museum Attendant



Museum Attendants work in the public spaces of museums, greeting visitors and attending to enquiries, and ensuring the protection of exhibits.

Museum Attendants may perform the following tasks:

- conduct tours of museums or galleries
- answer enquiries
- direct visitors to specific exhibits
- give visitors information about exhibits
- control visitors' access to exhibits
- check that all visitors have departed at closing time
- prevent unauthorised entry
- inspect membership cards, admission passes and tickets
- patrol the museum or gallery to ensure security

## Tourism Manager



A Tourism Manager manages a tourism information centre, which includes business management, staff supervision and development, office systems management and the provision of services. Tourism Managers may also act as the executive officer for the local tourism committee and make sure services are in place to respond to day-to-day tourism enquiries. They check and regularly report to management on the status of the tourism marketing budget and on tourism awareness or new initiatives on behalf of the employers to industry, media, community or interest groups. They may also contribute to the planning, development and implementation of tourism marketing strategies and encourage community involvement and awareness.

## Students Testimonials:

“I am very grateful that I could be there...”

I improved my English language skills and knowledge about making databases. I like working at Paragon. It was a good experience for me and I am very grateful that I could be there. Thank you so much.

**KATARINA TASARYOVA**  
Slovakia

“I improved my English...”

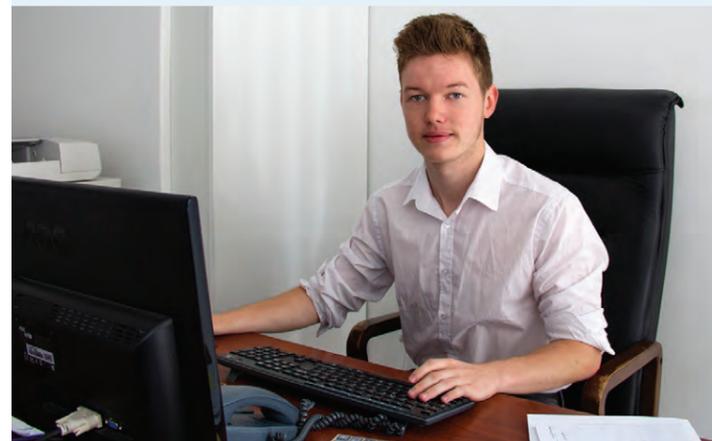
I'm very glad that Paragon Europe has given me the opportunity to practice all the things exactly as I wanted. I found new friends and we still keep in touch now. I improved my English language skills and will gladly go back to Malta again. I will miss you all.

**IRMINA**  
Lithuania

“Work experience in Malta has been exciting...”

My work experience in Malta has been exciting, educational and challenging. I've been working at Inspire for 3 months as an OT student. I have participated in work with different types of clients with different needs. During my placement I have been challenged in several independent tasks that OT performs at Inspire. The aim of OT within Inspire is to promote and enhance independence in the clients own environment and in the community. The work placement has been a wonderful experience.

**INA CLEMENTSER**  
Norway



“The team has been wonderful...”

I am pleased of my work experience in Malta! The month passed to 'Centro Mode' was perfect. I must say that the team has been wonderful with me. They have been friendly and welcoming. I have acquired news skills. I think that I have been effective enough in my job.

**CHRISTELLE NICOLAS**  
France

“I met different people from other countries...”

My main task was organising meetings for media professionals. I also wrote different articles and press releases, data collection and research on different topics. I met different people from other countries. I had chance to improve my English during these 3 months of internship.

**FRANCESCO**  
Italy

“It has been the best experience in my life...”

I spent my summer working at the airport for FALCON AVIATION ENGINEERINGS. I learnt a lot and had the possibility to meet knowledgeable people and have fun while doing the work I was given. It has been the best experience in my life and I'd do it all over again if I could.

**NAE GEORGINA SABINA**  
Romania

"I will be a better person and worker in future..."

Thanks to you, I had a great experience in my field of optics, optometry and ophthalmology. I spend a beautiful time in Malta, a very nice country. I will definitely come back. I will never forget those three months. Because of this cooperation with Paragon, my university and Cathedral Optical, I will be a better person and worker in the future. Thank you!

KRISTIJAN PILI  
Croatia

"Thanks for the experience..."

I have been working in Euro Sport for 3 weeks. I have learnt many things about the work and myself. I have learnt to handle a customer under a special situation and cleaning duties and arranging items on display. My speaking and understanding in English is getting much better. Thanks for the experience.

CECILIE REIMER FREDERIKSEN  
Denmark



"I've learnt a lot of things"

I improved my English. I think that this experience was very important to grow and to improve my English. At work I got along fine with my colleagues and with you I've learnt a lot of things in English. I enjoyed my stay in the host family, I love them.

ELENA  
Lithuania

"I would like to thank Paragon..."

Working here in Malta has been a whole new experience for me, the people are very kind and helpful, not only at work but outside work as well. While I was staying in Malta I noticed that there are quite a lot of computer stores and workshops. That means that Malta's computer infrastructure is very advanced, for someone who is studying IT this is good news. For this wonderful experience I would like to thank Paragon, without them I wouldn't be here in Malta gaining much needed experience and learning about Malta's culture.

ANDRIS ARBIDAM  
Latvia

"It was a unique experience..."

I had a great time learning about differences between Malta and the Netherlands. I've met some lovely people at the hotel I worked at, both employees and customers. If you are a hard worker, people will appreciate it. Sometimes things didn't work as I expected it, but there's nothing a good conversation cannot sort out. It was a unique experience that I will never forget. I would recommend everyone to do this.

ALEKSANDER KRANJIEVIC  
Netherlands





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