

Due to the current COVID-19 situation we are currently not meeting clients face to face.

The following are guidelines on how to open a VACANCY with us.

EMPLOYERS WHO ARE LOOKING TO RECRUIT

RECRUITMENT

IF YOU ARE SEEKING TO RECRUIT NEW STAFF YOU CAN :



CARRY OUT YOUR OWN MATCHING ONLINE AND/OR SUBMIT A VACANCY ONLINE

If you already have an online profile allocated to your business you can just create an online match with jobseekers registering with Jobsplus and those that have an online profile. You can also proceed to publish the vacancy.

If you would like to create a profile to use this online function, e-mail er.jobsplus@gov.mt or call on 22201 602.

Self-help guidelines for this function can also be accessed here:

<https://jobsplus.gov.mt/webs-user-guidesite/using-the-job-matching-system>



DOWNLOAD THE FORM ONLINE

Visit the Jobsplus website www.jobsplus.gov.mt

Go to Resources Section and access the forms sub-section <https://jobsplus.gov.mt/resources/forms>

Download the **Employers – Vacancy Profile Form**

English version <https://eforms.gov.mt/pdfforms.aspx?fid=wes021e>

Maltese version <https://eforms.gov.mt/pdfforms.aspx?fid=wes021m>

Fill-in the form and send it to vacancy.jobsplus@gov.mt



CALL OR EMAIL



If you cannot download the form online or would like to query about the process, send an e-mail to vacancy.jobsplus@gov.mt or call on 22201 223 / 216

