The Foundation for Medical Services is seeking to recruit **(2) Document Controllers** who shall form part of the Foundation for Medical Services Team.

Jobsplus Permit Number: 903/2026

Document Controllers

Title: **Document Controllers**

Reports to: **Head of Project Managers or designated delegate**

Summary:

The Document Controller is to maintain records and oversee document control for regulatory and legal compliance. The job is primarily clerical. The ideal candidate must be a self-starter, capable of working well both independently and in teams. The Document Controller should be a team player, detailed and comfortable communicating all issues clearly to the supervisor.

Scope of work and responsibilities:

The main responsibilities and duties for the post of **(2) Document Controllers** will include:

- Responsible for controlling the numbering, filling, sorting and retrieval of electronically stored or hard copy documentation produces by technical teams, project or departments in a timely accurate and efficient manner.
- Collect, scan and upload documents following set procedures.
- Use a proper Document Management for everyday operations, maintenance and quality control.
- Notify personnel of updated document versions and how to access them.
- Print and distribute documents as necessary.
- Minutes of meeting and all official correspondence is another critical aspect of document control in project management, which the document controller would manage. The Document Controller Officer has to ensure that all the minutes, including those taken by the other personnel, are kept and stored correctly.
- Responsible for training employees on records management procedures and policies, which include documentation, retention, retrieval, destruction and disaster recovery.
- Assist with file migrations and audits, and perform administrative task as needed.
- Ensure that full traceability is maintained throughout the project, increase transparency, removing opportunities for unwarranted claims for time and money and allow retrieval of required documentation in an efficient manner.

- Aid in contract management, by keeping track of which deliverables may be pending at any time, with respect to the contract requirements.
- Ensure all information is clearly available as required before, during and after the project execution.
- Keep track of project related, time bound deliverables.
- Guide all the department in maintaining good record keeping and documentation system.
- Assist in the SOP administration system.
- Act as Data Protection Officer and ensure that all the GDPR rules are enforced in effective manner.
- Any other duties as needed by Employer.

Qualifications and Experience

By the closing date and time of this call for applications, applicants must be FMS employees and in possession of:

A qualification at MQF Level 5 or higher in Business Management or Administration or Leadership or a related field and a minimum of three (3) years' experience in document or records management

OR

A qualification of MQF Level 4 in higher in Business Management or Administration or Leadership or a related field and a minimum of five (5) years' experience in document or records management

- Excellent working knowledge of Microsoft Office, preferably in possession of ECDL.
- In addition, having experience in minute taking and report writing is preferred

Other pre-requisites

- Proficient in the English language, both written and verbally;
- Previous experience in document control, records management or administrative duties will be considered an asset;
- Experience in using electronic document management systems and maintaining technical or project-related documentation will be considered an asset;
- Must demonstrate strong organisational skills, attention to detail, confidentiality and a willingness to learn and adhere to established document control procedures and data protection requirements.

Type of Contract and Salary Range:

Contract Type: Indefinite contract with 6 months probationary period

Salary: An attractive salary package including allowances is being offered with this position

Interested persons are to submit their application together with the below documents:

- Application Letter
- An updated C.V.
- Two reference letters from previous employers
- Police Conduct Certificate (obtained within the last six months)
- Copy of the relevant qualification certificates. *(Applicants in possession of a foreign qualification need to submit a recognition statement from the Malta Qualifications Recognition Information Centre)*

Interested persons are to submit their application to The Head of Human Resources, Foundation for Medical Services, Gattard House, 3rd Floor, National Road, Blata l-Bajda HMR 9010 or via email on **fmshr@gov.mt**

Applications should reach the HR Department by not later than the 29th November 2026.