

join our

team

Executive (Exhibits & QA)

**jobsplus permit number
452785**

**jobsplus vacancy number
742/2026**



XJENZA
MALTA

esplora[®]

Role

The Executive (Exhibits and Quality Assurance) is responsible for creative development and delivery of content in the Department of Strategy, Exhibits and Quality Assurance, and to support the execution of the Department's strategic goals and initiatives. The role holder will carry out quality assurance and development work in relation to Esplora's current and future exhibits, contribute to the development and execution of Esplora's STEAM strategy, and provide quality assurance support for Esplora's departments and teams.

Duties

Core Deliverables/Accountabilities:

1. Develop and update exhibit content, signage, and exhibit engagement materials, including collaboration with internal and external subject matter experts, designers, fabricators and stakeholders.
2. Collaborate with and support the Maintenance team and the SciGuide team on the continued monitoring, repair, replacement of parts, topping up and update / upgrade needs to keep Esplora's exhibits running and in good condition.
3. Develop and update SOPs, policies, and other technical material in relation to exhibits, QA, and Esplora's other activities as needed.
4. Develop and draft copy and visuals for the Department's projects, events and initiatives, including exhibitions, publications, presentations, reports, applications, contracts, agreements, and training material, as well as collaborate with the Xjenza Malta PR, Marketing & Communications Department on PR and marketing material as needed.
5. Support the development and execution of Quality Assurance tools and initiatives across Esplora, under the guidance of the Senior Executive, working closely with Esplora's managers and team leads.
6. Implement evaluation and needs analyses of Esplora's operations and activities across all departments and teams, identify gaps, problems and opportunities, and proactively collaborate with relevant stakeholders to implement effective solutions.
7. Any other duties assigned by Senior Executive (Strategy, Exhibits & Quality Assurance) and/or the Director Esplora.

To perform other job-related duties as assigned. The list is not exhaustive, and management may change or add tasks if and when required and according to the exigencies of Science Malta and its subsidiaries.

Supplementary Deliverables/Accountabilities:

1. Support in implementing tools and platforms for quality assurance, content development or exhibit engagement purposes, including the use of MS Teams as an internal collaboration and communication tool.
2. Expand and maintain the repository of exhibit information, documentation, digital assets and records.
3. Collaborate closely with the Department's Executive (Administration and Coordination) to execute the Department's projects and initiatives, especially those related to exhibit development, procurement, installation and launch.
4. Act as the department's content or quality assurance liaison when the department is involved in third party projects or initiatives, both internally and externally.
5. Assist in streamlining Esplora's intradepartmental and inter-departmental operational and communication processes as part of QA.
6. Assist with any content creation required by the Department in response to third-party requests, audits and QA assessments of Esplora.
7. Support Esplora's STEAM engagement activities as needed, including supporting in the planning, execution and evaluation of events, initiatives or activities.
8. Engage in formal and informal professional development training related to exhibit development, content creation, fabrication (including 3D printing and microcontrollers), technical writing, the department's remits, and STEAM engagement.



XJENZA
MALTA

esplora®

Eligibility Requirements

Master's qualification at MQF Level 7 in STEAM (Science, Technology, Engineering, Arts or Mathematics) or Museum or Heritage Studies or Science Communication or Design or Education, or a comparable qualification recognised by MFHEA (MQRIC if applicable) with 1 (one) year of relevant work experience.

OR

Bachelor's qualification at MQF Level 6 in STEAM (Science, Technology, Engineering, Arts or Mathematics) or Museum or Heritage Studies or Science Communication or Design or Education or a comparable qualification recognised by MFHEA (MQRIC if applicable) with 2 (two) years of relevant work experience.

With respect to qualifications produced in response to this call for applications which are not from the University of Malta, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The certificate is to be provided the latest one week after closing date of applications, and proof of payment is to be sent by closing date of applications. The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education Authority (www.mfhea.org.mt).

Requisites

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

- a) Citizens of Malta; or
- b) Citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers.

Working Conditions

This position is on an indefinite basis with a starting salary of €32,642 per annum and a yearly increment subject to good working performance:

- Career advancement opportunity
- Opportunity for external training sponsorship
- Parking Facility
- Teambuilding activities
- Gym membership



XJENZA
MALTA

esplora®

How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to recruitment.xjenzamalta@gov.mt, by not later than cob **Monday 21 September 2026**. Late and/or uncomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the XM Privacy Policy <http://xjenzamalta.gov.mt/our-privacy-policy/>. You can withdraw your consent at any time by sending us an email through recruitment.xjenzamalta@gov.