



Erasmus+ Traineeship Offer National Archives of Malta

National Archives of Malta ERASMUS+ TRAINEESHIP OFFER

EMPLOYER INFORMATION	
NAME OF ORGANISATION	National Archives of Malta
ADDRESS	Triq l-Isptar
POSTAL CODE	RBT1043
CITY	Rabat
COUNTRY	Malta
TELEPHONE	+356 2145 9863
FAX	+ 356 2145 0078
E-MAIL	erasmus@aydin.edu.tr
NUMBER OF EMPLOYEES	25
SHORT DESCRIPTION OF THE COMPANY	<p>The National Archives has one of the largest archival collections in Malta, spanning from the 1530s up to the current day. It is currently working on the appraisal and cataloguing of an extensive backlog of records of post-Independence Malta. It is also preparing itself to face the challenge of managing electronic records.</p> <p>Functions</p> <p>The functions of the National Archives are:</p> <p>(a) to safeguard the collective memory of the Maltese nation and protect the rights of citizens through the selection, preservation and access to the archives in whatever medium to the highest of standards;</p> <p>(b) establish and maintain a register to be known as the National Register of Archives;</p> <p>(c) to monitor with powers of inspection the recordkeeping practices within public offices;</p> <p>(d) accept and acquire private records of national significance by gift, purchase, bequest or deposit;</p> <p>(e) provide leadership to Maltese archives in such areas as preservation of archival records, records management and national cooperation schemes;</p> <p>(f) promote the professional training of archivists and records managers.</p>
Website	https://secure2.gov.mt/nationalarchives/default.aspx Facebook : https://www.facebook.com/The-National-Archives-of-Malta-113051358723786/?pnref=story
CONTACT DETAILS	
CONTACT PERSON	Charles J. Farrugia
DEPARTMENT / FUNCTION	National Archivist and CEO
DIRECT TELEPHONE NUMBER	+35621459863
E-MAIL	charles.j.farrugia@gov.mt
Website	n/a

TRAINEESHIP INFORMATION	
DEPARTMENT(S)	National Archives Documentaries and Films Photographs. Albums Plans and maps
FUNCTION	Traineeship in conservation of old documents
DESCRIPTION OF ACTIVITIES AND TASKS	Under the overall authority of National Archives of Malta, the intern will undertake the following duties: · Assist in the conservation (preservation and restoration) process of documents; · Assist in the cataloguing process of documents; · Undertake other duties as required.
LOCATION	National Archives of Malta
START DATE	Any time
DURATION	From 2 months to 3months
WORKING HOURS PER WEEK	The traineeship programme is normally on a full-time basis. Trainees are expected to work five full days a week, 6-8 h/day under the supervision of an experienced staff member.
HELP WITH FINDING ACCOMMODATION	The National Archives will support but cannot the deal has to be concluded between the student and the owner of the accomodation
PAYMENTS AND OTHER BENEFITS	Traineeships are unpaid, but academic credit may be acquired upon agreeing so with your Erasmus+ Coordinator from your home university. We are able to accept the student intern on the Erasmus + Traineeship Scheme (if eligible), enabling the student to receive an Erasmus Traineeship Mobility Grant via their home University. Student will benefit from any discounts available to students if the national system so allows
PLEASE KEEP IN MIND	Costs/compensation: The interns are not paid. All costs related to travel, insurance, accommodation and living expenses must be borne either by the interns or their sponsoring institutions. Travel: Interns must arrange and finance their travel to the location where they will have the internship. Medical insurance: Interns are responsible for all costs arising from accidents/illness incurred during an internship. Interns must show proof of a valid major global medical insurance coverage. Confidentiality: Any and all unpublished information obtained during the course of the internship must be kept confidential, and interns may not publish any reports or papers based on this information. Students will also be asked to take an Oath/ Declaration or Secrecy as stipulated in the National Archives Act (2005) of Malta.

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