

<b>Position Description</b>			
<b>Title:</b>	Professional Officer (People Management)	<b>Grade:</b>	6
<b>Division:</b>	HR Directorate	<b>Jobsplus Permit no:</b>	701/2021

### **Overall Purpose of Position**

To provide support in the various human resource functions, which includes recruitment and induction, training and development, performance management, and employee wellbeing. The Officer shall actively work towards meeting targets established by the Authority while ensuring that the responsibilities of the Human Resources Directorate are met.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Lead the recruitment process of employees within the Authority as may be deemed necessary;
- Provide information and assistance to employees and management on work related issues;
- Set up and maintain a HRIS and employee development programmes striving towards continuous development for enhanced employee performance;
- Contribute towards the drafting of reports as required throughout the year;
- Participate in Performance Management and KPI implementation;
- Deliver presentations and training as may be required from time to time;
- Lead support operations related to changes in work practices;
- Actively participate in Authority campaigns related to Human Resources, delivering presentations when required;
- Represent the Directorate on Committees as necessary;
- Ensure that HR policies, manuals, codes, regulations and related templates are constantly reviewed and updated to reflect best practice and legislative requirements;
- Ensure effective day-to-day running of the administrative function;
- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by the respective Director General or the Chairperson's Office.

## **Working Conditions**

- Expected to work flexible hours in order to meet accountabilities and attend to work after office hours, as may be required;
- May be required to travel on company business;
- Abide by rules and regulations issued by MCCAA;
- Consult with other departmental managers as may be required;
- Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided;
- The nature of this position requires the employee to be physically present during office hours.

## **Qualifications and Experience**

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

- i. Be in possession of a recognised degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in Human Resources, Psychology or Business Administration, or an appropriate, recognised, comparable qualification;
- ii. Be in possession of an ECDL certificate;
- iii. Have an excellent command of both the English and Maltese languages; and
- iv. Be in possession of a clean police conduct, not older than six months.

Relevant work experience shall be looked upon favourably.

## **Interpersonal Skills**

- Work under limited supervision;
- Professional judgement and sound reasoning skills;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Highly organised, approachable and flexible;
- Able to maintain a professional approach at all times.

Interested candidates are to send their motivation letter, clearly quoting the position being applied for, together with a detailed Europass CV, to the Human Resources Director by email on [careers.hr@mccaa.org.mt](mailto:careers.hr@mccaa.org.mt) by the 7 December 2021. Late applications will not be considered.