

<b>Position Description</b>			
<b>Title:</b>	Director (Human Resources and Administration)	<b>Grade:</b>	
<b>Division:</b>	Office of the Chairperson	<b>Jobsplus Permit no:</b>	153/2022

### **Overall Purpose of Position**

- To assist the Chairperson in advising the Board of Governors on all matters relating to human resources;
- To assist in the promotion of the MCCAA mission statement and to respect and implement the policies established by the Board of Governors;
- To ensure that the responsibilities of the HR Department, as provided for under the pertinent legislation, are met;
- To develop the necessary strategies for the performance of the department, in view of the responsibilities of the Authority;
- To actively work towards meeting targets established by the Authority.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Develop and direct measures and initiatives aimed towards creating a harmonious and stable relationship with the workforce, trade unions and other stakeholders;
- Ensure that the Authority's Human Resource functions are managed in an ethical manner and in accordance with the relevant legislation, whilst developing and respecting existing policies and procedures;
- Perform duties related to recruitment, promotions and progressions, transfers, detailing/deployment of Public Officers as employees of the Authority, and secondment of Authority employees within the Public Service;
- Provide strategic direction and vision in the field of Human Resources;
- Set up and maintain training and employee development programmes striving towards continuous development for enhanced employee performance;
- Draw up and implement policies and provide input into organisational structure review with a view to supporting effective operating practices, and ensuring that all available resources are utilised to efficiently and effectively;
- Lead the annual, training needs analysis, capacity building and succession planning exercises;
- Lead operations related to changes in work practices and salary agreements, as part of the Collective Agreement;

- Enforce discipline in line with the Collective Agreement provisions and relative public service regulations, when and as required;
- Ensure that HR policies, manual, codes, regulations and related templates are constantly reviewed and updated to reflect best practice and legislative requirements;
- Contribute towards the drafting of reports including the annual report as required throughout the year;
- Assisting the internal auditor, within the prevailing regulatory framework, in the implementation of delegated processes to ensure that the filling of approved vacancies, legislation, regulations, policies, directives and templates are being compiled with by the MCCAA;
- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by 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. However, telework may be granted in line with the Authority's Telework Policy.

### **Qualifications and Experience**

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

- i. Be in possession of a recognised qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in the area of Management, Human Resources Management or Public Administration, or an appropriate, recognised, comparable qualification plus five (5) years relevant work experience, of which three (3) years must be in a managerial role; or

Be in possession of a recognised qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) in the area of Management, Human Resources Management or Public Administration, or an appropriate, recognised, comparable qualification plus three (3) years experience which must be in a managerial role; and

- ii. Have excellent verbal and written communication skills in both Maltese and English.

### **Interpersonal Skills**

- Work under limited supervision;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Strong competency in record keeping using databases and spreadsheets;
- Highly organised 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** and **copies of academic qualifications**, to the Head of Human Resources by email on [careers.hr@mccaa.org.mt](mailto:careers.hr@mccaa.org.mt) by the **14 December 2022**. Late applications will not be considered.