

Reference No: MCCA/HR/EXT/2426

Date of Issue: 14th September 2026

Title:	Senior Manager (Human Resources)	Grade:	4
Unit:	Human Resources	Jobsplus Permit No.:	776/2026

The Malta Competition and Consumer Affairs Authority (MCCAA) invites applications for the post of **Senior Manager (Human Resources)**.

This appointment shall be made on the basis of an Agreement for an indefinite period and will be subject to a probationary period of twelve (12) months.

The selected candidate is to report any known actual, potential, or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Salary

The salary for the post of Senior Manager (Human Resources) is in line with Grade 4 of the MCCAA's Grading and Salary Structure, which in the year 2025* was €38,752 per annum, rising by annual increments of €1,044 up to a maximum of €41,400. Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary, subject to satisfactory performance, a payment of expense allowance of €3,500, a payment of communication allowance of €1,600, and a continuous professional development allowance of up to €700 per annum.

*It is to be noted that the salaries are currently being revised.

The result will be valid for a period of one (1) year from the date of publication.

Position Description

Overall Purpose of Position

Reporting to the Chief Officer (Human Resources), the Senior Manager (Human Resources) will play a key leadership role in the effective delivery of the MCCA's Human Resources function, ensuring a professional, consistent and responsive service throughout the employee lifecycle. The role requires a confident, hands-on and forward-thinking HR leader who can strengthen people-management practices, drive continuous improvement, leverage workforce data to support informed decision-making and contribute meaningfully to the Authority's wider strategic people and organisational objectives.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Collaborate with the Chief Officer (Human Resources) to deliver the Authority's human resource strategy, contributing to long-term workforce planning, performance management and organisational development;
- Support the Chief Officer (Human Resources) in the implementation of initiatives that promote a harmonious relationship with employees, trade unions and stakeholders, contributing to a stable industrial relations climate;
- Assist in negotiating and implementing changes in work practices, salary reviews and other Collective Agreement matters, ensuring alignment with the Authority's strategy;
- Assist the Chief Officer (Human Resources) in developing work plans, standards, procedures and schedules and in task allocation among staff to ensure quality, timeliness and measurable outcomes in alignment with planned objectives while ensuring compliance with policies and regulations and providing recommendations on appropriate courses of action where necessary;
- Manage employees within the HR department by providing direction, monitoring performance and supporting professional development to maintain motivation and overall well-being;
- Perform duties related to recruitment, promotions and progressions, transfers, detailing/redeployment of Public Officers as employees of the Authority and secondment of Authority employees within the Public Service;

- Support and, when required, enforce discipline in accordance with the Collective Agreement and relevant public administration regulations, upholding fairness and procedural compliance;
- Develop, review and apply employment-related guidelines, internal processes and role profiles, keeping documentation accurate and relevant to the Authority's needs;
- Assist in preparing HR reports and data submissions, including annual report contributions and audit documentation, ensuring accurate and timely delivery of HR metrics;
- Assist, as required, in the implementation of change management programmes within the Authority, with a view to encouraging change and ensuring that initiatives are effectively communicated to all internal and external stakeholders;
- Support internal audits and compliance reviews related to staffing, recruitment and HR governance, ensuring adherence to internal controls, legislation and best practices;
- Act on behalf of the Chief Officer (Human Resources) as may be required; and
- Carries out effectively any other duties and responsibilities and undertakes other assignments as reasonably directed by Management or the Office of the Chairperson.

Job Requirements

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

- 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, Business Administration, Management or an appropriate, recognised, relevant and comparable qualification; and have at least four (4) years of relevant professional experience, of which at least two (2) years must be managerial; or

Be in possession of a recognised degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Human Resources, Business Administration, Management or an appropriate, recognised, comparable qualification; and have at least two (2) years of relevant managerial experience;

- ii. Be computer literate;
- iii. Have excellent verbal and written communication skills in both Maltese and English; and
- iv. Have a clean police conduct, not older than six months from the date of this call for applications.

*A recognised qualification comparable to 180/90 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Knowledge, Skills and Competences

- Strong knowledge of employment law, employment practices and relevant regulatory requirements, with the ability to apply such knowledge effectively in a practical HR environment;
- Excellent communication and interpersonal skills, with the ability to engage effectively with employees, management, trade unions and other stakeholders, including in sensitive or challenging circumstances.
- Confidence to set expectations, support team performance and maintain high service standards across the HR function;
- A proactive and self-motivated approach with the ability to identify opportunities for improvement, introduce practical solutions and follow initiatives through to completion;
- Sound judgement and the ability to resolve sensitive or time-critical matters calmly, fairly and in line with the Authority's and legal requirements;
- A high degree of integrity, discretion and professionalism, with the ability to manage confidential employee and organisational information appropriately and sensitively; and
- Ability to interpret workforce information, use HR data to support decision-making and work effectively with HR information systems and other digital tools.

Working Conditions

- Expected to work flexible hours to meet accountabilities and attend meetings after office hours;
- This is a non-hybrid position. Remote working is not available for this role, as regular on-site presence is an essential part of the position;
- May be required to travel on official Authority purposes;
- Required to hold and maintain a clean police conduct;
- Abide by rules and regulations issued by MCCA;A;
- Must maintain a professional approach at all times and uphold the values of the Authority;
- Consult with other members of the management team as may be required; and
- Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided.

Submission of Applications

Interested candidates are to submit their application for the attention of the Chief Officer (Human Resources) at the Malta Competition and Consumer Affairs Authority by email on careers.hr@mccaa.org.mt. Applications are to include a motivational statement clearly quoting the position being applied for, an updated Curriculum Vitae, a copy of the relevant qualification certificates, and an MQRIC formal recognition statement/s where applicable and a clean police conduct, not older than six months. The closing date for the receipt of applications is **29th September 2026, end of business**.

Applications received after the closing date and time will not be considered.