



JOB DESCRIPTION & CALL FOR APPLICATIONS

The Authority is an equal opportunities employer

Nomenclatures denoting the male gender include also the female gender

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| <p><i>Position: OHS OFFICER TRAINEE</i> This position offers an opportunity for competitive advancement with the next level in structure being the post of <i>OHS Officer I</i>.</p> |
| <p><i>Reporting as necessary to:</i> OHS Officer I-II, Principal OHS Officer, Line Manager, or any other officer in that order as delegated by the Authority</p> |
| <p><i>Subordinates:</i> Not applicable</p> |
| <p><i>Purpose:</i> To assist OHS Officers or any other delegated person by the Authority in, but not limited to tasks related to the promotion, dissemination of information, education and training on occupational health and safety and the methods required to prevent occupational injury, ill-health or deaths. To assist OHS Officers in enforcing the relevant legislation</p> |
| <p><i>Contract: DEFINITE - Full time (40h) - Probationary period six (6) months</i></p> |

1. The Senior Manager (Corporate Services) on behalf of the CEO, Awtorità għas-Saħħa u s-Sigurtà fuq il-Post tax-Xoġħol (OHS), invites applications for the post of **OHS Officer Trainee**.
2. **Terms and Conditions**
 - 2.1 This appointment is of a **definite** nature with a **probationary period of six (6) months**.
 - 2.2 Post is Full-time (40h) for one year, renewable up to a **maximum of three years subject to obtaining a recognised qualification in OHS at MQF Level 5, with an equivalent of 60 ECTS**.
 - 2.3 The Authority shall terminate the employment contract if the candidate fails to obtain the required qualification within the stipulated period.



3. Duties & Responsibilities

Operational - the appointee will be required to:

- Accompany OHS Officers in workplace visits.
- Assist in the drawing up of reports in connection with workplace visits, accidents, ill-health investigations.
- Acquire knowledge of OHS legislations in relation to OHS jurisdiction.
- Assist OHS Officers in monitoring compliance with OHS legislation
- Assist in the drawing up of enforcement notices when required and follow up as appropriate.
- Liaise with management in the initiation of proceedings leading to the issue of *Administrative Fines*, or the action required in the preparation of a court case, as well as other enforcement action taken by OHSA.
- Acquaint oneself with Court procedures, including giving evidence in Court.
- Collate and analyse data and statistics and carry out research as directed by the Authority with regards to occupational accidents, ill-health and deaths and on matters ancillary to OHS.
- Make recommendations to superiors on measures that need to be taken to improve OHSA core operations.
- Report any issues and seek advice and direction from the next senior officer, or any other officer as delegated by the Authority.
- Take part in any initiatives related to one's duties, including promotional media, as directed.

General - the appointee will be required to:

- Follow policy and management directives
- Ensure best attitude, behaviour, language and appearance, thus portraying the best image and reputation of the Authority
- Participate as required in professional meetings/seminars/workshops, including training online or in person, locally and abroad
- Drive a service vehicle as and when required
- Report to the next officer or any other officer delegate as appointed by the Authority, any anomalies with regard to the above
- Make use of OHSA ICT facilities
- Work overtime when in the Authority's opinion, circumstances so necessitate.
- Submit to a performance appraisal by the line manager
- Execute any other duties as may be assigned by the Authority.

The successful applicant shall be assigned to areas according to the exigencies of the service.



4. Eligibility

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

- i. 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; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the 'Citizenship Unit' within *Community Malta Agency* and the 'Expatriates Unit' within *Identità* should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate in the Maltese and English languages;

AND

- iii. **Applicants must, by the closing date of submission of the application, have a good level of education, including a minimum 'O' Level standard in the Maltese and English languages. Candidates shall also have MCAST or UM entry requirements for a minimum of MQF Level 5 (minimum 60 ECTS) recognised qualification in OHS.**

Candidates shall submit with their application:



1. **copies of these qualifications with their application**

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(a) The probation period starts to count from date of appointment.

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clauses 4.1 or 4.2 (i).

(c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e., the selection board could opt to give one of the lower marks if substantiated by an available transcript.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level by the closing time and date of the call for applications.

4.3 N/A.

4.4 N/A.

4.5 (i) Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are in the Malta Public Service, the GP 47 will be requested by the HR Unit of the Authority from the Director responsible for HR where applicants are serving. All applicants must produce a **certificate of conduct** issued by the Criminal Records Office or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

(ii) Candidates are to submit a **Jobsplus History sheet** in support of claimed work experience.

4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.7 Applicants from the Public Service are obliged to immediately inform the selection board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing Authority (if result has been published), upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the



interview, the selection board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

- 4.8 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC <https://mfhea.mt/academic-qualifications/> or other designated authorities, as applicable, as per provisions applicable to this call for applications.

5. Submission of Supporting Documents

- 5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the designated mailbox recruitment.ohsa@ohsa.mt.
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6. Selection Procedures

- 6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is one hundred per cent (100%) and the pass mark is fifty per cent (50%).
- 6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience.

7. Submission of Applications

- 7.1 Applications **marked *OHS Officer Trainee*** are to be submitted, for the attention of the **Senior Manager (Corporate Services)** through the designated mailbox recruitment.ohsa@ohsa.mt **only**. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). The closing date of the receipt of applications is **Friday, 21st June 2024, 16:00h (Central European Time)**. Applications will be duly acknowledged by return email.
- 7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.
- 7.3 Applications received after closing date and time (i.e. late applications) are not allowed.
- 7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

8. Other requisites pertinent to this call

- 8.1 The successful applicant shall also have:
- strong interpersonal skills, in particular the ability to be assertive.



- strong analytical and reasoning abilities.
- excellent oral and written communication skills in Maltese & English
- a **valid driving license** in respect of Category B (Manual & Automatic)
- ICT Office Skills including any successfully completed IPS/ECDL/NCFHE accredited course at MQF Level 3

8.2 Experience: Not required:

- Knowledge of workplace health and safety would be advantageous.

9. Conditions of Employment:

9.1 OHS's Collective Agreement shall regulate all matters relating to conditions of employment.

▪ **Gross Annual Salary:**

As per OHS Collective Agreement (CA) 2022-2026 scales, the adjusted* entry salary for the position in 2024 stands at **€18,333**, rising by annual CA increase of €500. All figures are inclusive of COLA. Overtime, according to the exigencies of the Authority's service, shall be paid at rates established by the CA.

*(as adjusted OPPS, IRU 30 January 2024 11:36)

▪ **Allowances:**

This post carries a number of allowances including clothing [€232.94], and subject to applicability, Communication, for use of personal mobile [€360]. These shall be paid in accordance to the CA in force at the time. Employees authorised as on *active stand-by* shall be entitled to an allowance for the period on which the employee is on *active stand-by*. Such allowances and overtime shall be paid in accordance to the CA in force at the time.

Concurrent Issue of this vacancy:

If recourse to issue an Expression of Interest and/or Public Notice (following Jobsplus procedure as per ETS Act) is eventually taken, mention is made that available vacancies are filled on the basis of the internal call result and, when exhausted, through the Expression of Interest and/or through Jobsplus procedures, as applicable. Extract from Manual for Public Sector Entities: Delegation of Authority to effect Recruitment, Promotions and Industrial Relations – Section 3.6(ii)

The website address and email address of the receiving Entity <https://www.ohsa.mt/> & recruitment.ohsa@ohsa.mt