

## CALL FOR APPLICATIONS

### Manager Research

#### At the Occupational Health & Safety Authority (OHSA)

Interested Applicants are kindly requested to submit:

- **A Letter Of Application,**
- **Curriculum Vitae (CV),**
- **Copies of any qualifications.**
- **Any other pertinent documents**
- **Police Conduct with a date of issue not older than a month.**

Applications are to be submitted to [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt) by not later than 13<sup>th</sup> November 2024.

Receipt of applications will be confirmed.

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|----------------------------------|--|
| <b>Job Title</b>                 | Manager Research   |
| <b>Grade/Contract Type</b>       | Managerial Grade, Indefinite Contract<br>Post is Full-time (40h) per week and a 1 year Probation Period  |
| <b>Remuneration and Benefits</b> | Basic Salary Gross for year 2024: €37,600<br>Expense Allowance: €4,300<br>Responsibility Allowance: €4,200<br>Transport Allowance: €4,658<br>Communications Allowance: €1,800<br>Performance Bonus up to a Maximum of 15%<br><br><i><u>This remuneration is based on the collective agreement for Managers 2023-2027</u></i> |

## Job Description & Key Responsibilities

- Gathering, analysing and documenting data to develop conclusions and assist OHSA in the identification of priority areas and fields for intervention.
- Supporting the execution of OHSA projects in general.
- Keeping abreast of national policy proposals relevant to OHSA.
- Interpreting socio-economic and statistical data and reports issued by national and international institutions.
- Preparing analytical reports to senior management in relation to OHS policy areas and assess the implications of new local and international developments.
- Presenting findings and recommendations arising from feasibility studies, operations and organisation reviews.
- Supporting in the development of project objectives, strategies, work plans, and budgets.
- Promoting the development of policies, legislation, programmes and projects with respect to their impact on society, OHS duty holders and other stakeholders.
- Compiling regular data and statistics required by OHSA in fulfilment of its national and, or international commitments.
- Carrying out or participating in research on behalf of OHSA.
- Monitoring and reporting upon measures and initiatives being undertaken by OHSA.
- Participating in committees and assignments including conferences, seminars and meetings both locally and abroad as instructed by the CEO or the Senior Manager (Policies and Programmes).
- Actively engaging in networking activities, internally and externally, related to the incumbent holder's responsibilities.
- Assisting, if so required, in managerial duties as directed by OHSA.
- Participating and representing the Authority in inter-departmental and governmental meetings both locally and abroad, as may be directed from time to time.
- Organising and participating in meetings and taking minutes of discussions in Malta and abroad as necessary.
- Participating in training both locally and abroad.
- Carrying out any other responsibilities as delegated by the CEO and, or the Senior Manager (Policies and Programmes).

### **Supervisory - the appointee will be required to:**

- In liaison with the CEO and the Senior Manager (Policies and Programmes), prepare work schedules and workplans for any direct subordinates and to review performance on regular basis against set objectives.
- Report sectional achievements, KPIs to the CEO and the Senior Manager (Policies and Programmes).
- Assist and/or advise other OHSA staff in matters arising.
- Be subjected to a performance appraisal.
- Report to the CEO and the Senior Manager (Policies and Programmes), any anomalies in regard to the above.

## Eligibility & Personal Skills Requirements

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

- 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 above-mentioned 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 *Identita`* 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;
- iii. in possession of a recognised **Masters' degree at MQF Level 7** (subject to a minimum of 90 ECTS/ECVET credits or equivalent\*) in Work and Statistics, or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Business Administration or Evidence Based Management **OR any related field**

\*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

## Eligibility & Personal Skills Requirements

### OR

- in possession of a recognised Bachelors' Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent\*\*) work and Statistics, or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Business Administration or Evidence Based Management **OR any related field**
- and **3 years' experience** in the same area;
- \*\*A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application

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

(ii) Moreover, candidates who have not yet formally obtained any of the qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award for the qualification in question.

(iii) Furthermore, candidates who are following a recognised programme of study of 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 MQ level, by the closing time and date of the call for applications.

#### - **Skills:**

- strong interpersonal skills, in particular the ability to be assertive
- strong analytical and reasoning abilities
- excellent oral and written communication skills in Maltese & English
- have the ability to meet strict deadlines
- expected to be fully conversant with mainstream Office software in use at the Occupational Health & Safety Authority. The current software in use at the Occupational Health & Safety Authority is O/S Win 10, MS Office 365 Pro.

#### - **Experience:**

Ability to further demonstrate or show track record of additional experience, in a similar role other than as quantified above (in clause ii), will be considered an asset.



## **Required Personality Skills**

**Clean criminal record, (A police conduct not older than 1 Month to be presented)**  
**Reliable nature and loyal disposition,**  
**A team player,**  
**Able to manage sensitive situations and information with confidentiality.**

**JobsPlus Permit Number: 1018/2024**