

## CALL FOR APPLICATIONS

### Manager Technical

#### 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.

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

## Job Description & Key Responsibilities

- Supervise, direct, and support a team of OHS officers through effective and efficient supervision, teamwork, and leadership in accordance with policy and management directives.
- Prepare work schedules and work plans for any direct subordinates and to review on regular basis performance against set objectives.
- Report sectional achievements.
- Coach and guide subordinates in their daily work.
- Ensure best attitude, behaviour, language, and appearance thus portraying the best image and reputation of the Authority.
- Assist in the identification of training needs for direct subordinates and to ensure that all OHS officers are well informed and trained to execute their duties and powers effectively and efficiently.
- Direct subordinates to take enforcement actions, when necessary.
- Give full support, when required, to all OHS officers in disputes with clients.
- Assist all OHS officers in legal actions, preparation of court cases, appearance in court cases and in appeals against orders issued by officers.
- Review on regular basis subordinates' performance against set objectives.
- Liaise as directed with senior manager (Corporate Services) on training and development recommendations.
- Draw up on a bi-monthly basis or as required a report to HTO and to the CEO, on all events undertaken by subordinates.
- Consult with the senior manager (Corporate Services) on any disciplinary measures that might need to be taken in respect to subordinates.
- In liaison with head (Technical Operations), coordinate the migration of OHSA's systems onto the Management Information System (MIS).
- Lead and ensure the effective participation of all employees in the MIS migration process.

- Ensure the implementation of legislation in relation to OHS jurisdiction.
- Monitor compliance with relevance to OHS legislation and recommend enforcement action where appropriate or as directed.
- Supervise reports of workplace visits, accidents, ill-health investigations.
- Ensure the smooth implementation of the enforcement policies.
- Liaise with HTO/SM (Technical) in the initiation of proceedings leading to the issue of Administrative Fines or the action required in the preparation of a court case.
- Give evidence in court cases and in appeals against orders issued in terms of the law.
- Take legal action when and where appropriate.
- Make recommendations on measures that need to be taken to improve OHSA core operations.
- 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.
- Contribute to the development of OHSA's strategy and programmes by supporting the CEO in the development/implementation of strategic directions and work programme.
- Ensure efficient internal and external communication related to such developments.
- Co-ordinate, assist and participate in regular meetings with the various directorates, line departments, entities and OHSA sections or individuals to ensure adequate follow-up.
- Participate and represent the Authority in inter-departmental and governmental meetings both locally and abroad, as directed.
- Actively engage in networking activities, internally and externally, related to the incumbent holder's responsibilities.
- Promote occupational health and safety principles and subsidiary legislation at private and public entities and institutions, through advice, education, training and contribute towards the preparation of guidance and information material.
- Take part in the above initiatives including through media as directed.
- In liaison with HTO and Finance Section coordinate OHS courses for delivery by OHSA personnel or outsourced provider as may be the case.
- Follow instructions from CEO or as delegated, on any other matter.

## 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.

### AND

- in possession of a recognised **Masters' degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent\*)** in Occupational Health & Safety.

\*A recognised master's 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 master's qualification from the University of Malta (awarded pre-2009) with less than **60 ECTS/ECVET** credits is acceptable if it is verified by MQRIC that the workload is comparable to at least **60 ECTS/ECVET** credits.

**OR**

- in possession of a recognised Bachelors' Degree at MQF Level 6 (**subject to a minimum of 180 ECTS/ECVET credits or equivalent\*\***) in Occupational Health and Safety 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: 1014/2024**