



**CALL FOR APPLICATIONS**

**Clerk**

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

Interested Applicants are kindly requested to submit:

- **An expression of interest.**
- **Curriculum Vitae (CV).**
- **Copies of any qualifications.**
- **Police Conduct with a date of issue not older than a month.**
- **Any other pertinent documents.**

**Applications are to be submitted to [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt) by not later than 25<sup>th</sup> April 2025**

**Receipt of applications will be confirmed.**

<b>Job Title</b>	<b>Clerk</b>
<b>Contract Type/Grade</b>	Post is Full-time (40h) with 6 months probation period. Indefinite contract
<b>Remuneration and Benefits</b>	Basic Salary Gross for 2025: €19,571 This remuneration is based on the Collective Agreement for 2022-2026

## Job Description & Key Responsibilities

- Offer general clerical support to the department as and where allocated
- Operate front office counter, answer queries by telephone, email and handle complaints in a professional manner
- Keep records of the receipt and issue of stores and be responsible for such receipts and issues
- Operate office machinery.
- Carry out reconciliations on bank and supplier statements, effect payment to suppliers and other payments, as authorised from time to time
- Maintain documentation in a proper and organised manner
- Draw up data and documentation for reporting purposes as directed by the line Manager or as delegated
- Deal with requests and seek quotations for the purchase of goods and services requested by Management by using the appropriate templates and channels
- Ensure minimum stock levels of items used at the Authority and ensure a controlled issue of these items - Proper care shall be exercised to ensure that the quantities requested match exigencies of the Entity
- Ensure that all goods and services delivered are in accordance with the request for purchase and immediately report any differences to the line Manager
- Update inventory ensuring that all asset inventories are compiled and maintained
- Attend to filing and other clerical responsibilities assigned by the line Manager/Senior Manager.
- Participate in all training identified by management for the further development of one's work-related skills
- Respectfully take direction from Senior Management
- Follow Policy, SOPs and any other Management directives
- Forward to the line manager any amendments or suggestions for improvements with regards to existing procedures
- Be attached as and when required to professional or technical offices for clerical and other accounting duties
- Perform clerical and any other support duties as may be assigned by the Authority.

This *Job Description* may be changed from time to time to reflect the changing situation of the Authority after consultation with the jobholder.

## Eligibility & Personal skills Requirements

**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 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 both Maltese and English languages

### Qualifications:

- Applicants must be in the possession of 3 MATSEC (Grades 1-7) or GCE Certificates (Grades A - E) at MQF Level 3, which should include Maltese or English, or a full MQF Level 3 VET qualification in 3 subjects which must include Maltese, or English, or a recognised, appropriate, comparable qualification;  
AND
- Proficiency in the Maltese and English languages, both verbally and written (Level B2 of the Common European Framework of Reference for Languages), or equivalent.
- IT Office Skills

**Skills and attributes:**

- Strong interpersonal skills, in particular, the ability to be assertive,
- Strong analytical and reasoning abilities,
- Accurate in figures,
- Ability to plan, prioritise and organise work for self,
- Ability to work under minimum supervision,
- Trustworthy, flexible and adaptable,
- A quick learner.

**Experience:**

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

**Other Required Skills**

Clean criminal record,  
Reliable nature and loyal disposition,  
A team player,  
Able to manage sensitive situations and information with confidentiality.

**JobsPlus Permit Number: 107/2024**