

CALL FOR APPLICATIONS

OHS Officer Trainee

At the Occupational Health & Safety Authority (OHS)

Interested Applicants are kindly requested to submit:

- **An expression of interest.**
- **Curriculum Vitae (CV).**
- **Copies of any qualifications.**
- **Driving Licence B**
- **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 by not later than 25th April 2025

Receipt of applications will be confirmed.

<p>Job Title/Grade</p>	<p>OHS Officer Trainee</p> <p>(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>Contract Type</p>	<p>Definite Contract.</p> <p>Post is Full-time (40h) with 6 months' probation period. The Position is definite for a maximum of three years subject to obtain by the end of the third year, a recognised qualification in OHS at MQF Level 5, with an equivalent of 60 ECTS. The Authority may extend this engagement by periods of one (1) year.</p>
<p>Remuneration and Benefits</p>	<p>Basic Salary Gross for 2024: € 18,833 Communication Allowance: € 360 Wear & Tear Clothing: € 232.94</p> <p><u><i>This remuneration is based on the Collective Agreement for 2022-2026</i></u></p>

Job Description & Key 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 OHS 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 OHSAA 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.

Eligibility & Personal Skills Requirements

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

Section A

- 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 license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

Section B

- a) Proficiency in both Maltese and English languages.
- b) Have a good level of education including a School Leaving Certificates.
- c) OHS Trainee must obtain a local recognised Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits) in Occupational Health & Safety.
- d) The acceptance Letter for enrolment in a local Diploma in Occupational Health & Safety, accredited at MQF Level 5 and comprising of 60 ECTS/ECVET credits, must be submitted prior to engagement with OHSA.

Skills and attributes:

- Strong interpersonal skills, in particular, the ability to be assertive.
- Strong analytical and reasoning abilities.
- Excellent oral and written communications skills in Maltese & English.
- In Possession of a valid driving License in respect of Category B.

Experience:

- Ability to further demonstrate or show a 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: 101/2025