

CALL FOR APPLICATIONS

Manager Communications & PR

At the Occupational Health & Safety Authority (OHSA)

Interested Applicants are kindly requested to submit:

- **Letter of Intent,**
- **Curriculum Vitae (CV),**
- **Copies of any qualifications.**
- **Any other pertinent documents.**
- **Police Conduct must be presented and should be issued within the last month.**

Applications are to be submitted to recruitment.ohsa@ohsa.mt by not later than **Monday 26th May 2025.**

Receipt of applications will be confirmed.

Job Title	Manager Communications & PR
Grade/ Contract Type	Manager, Indefinite Contract, Full-time (40h) per week and 12 Months Probation Period.
Remuneration and Benefits	Basic Salary Gross for 2025: € 38,500 Communication Allowance: € 1,800 Responsibility Allowance: € 4,200 Expense Allowance: € 4,300 Transport Allowance: € 4,658 <i>This remuneration is based on the collective agreement for 2023-2027</i>

Job Description & Key Responsibilities

Duties & Responsibilities:

Under the guidance and direction of the Senior Manager (Communications and PR), the duties of the Communications and PR Manager include:

- Assisting in the development and implementation of comprehensive communication and PR plans and campaigns to promote OHSA's mission, programs, initiatives, in line with OHSA's goals.
- Assisting in the management of external communications, including media relations, press releases, and articles, steering them through publication and ensuring efficient communication with clients and the general public, while ensuring alignment with OHSA's overall communication objectives.
- Collaborating to create engaging and relevant content for various platforms, including digital, print and social media to elevate OHSA's visibility and communicate its core functions and value proposition.
- Creating and implementing strategies to amplify public awareness and engagement, thereby augmenting OHSA's reputation and expanding its follower base.
- Ensuring consistent brand messaging and adherence to branding guidelines across all channels.
- Cultivating and maintaining relationships with media outlets, social partners, influencers, and other relevant stakeholders.
- Monitoring and analysing media coverage, digital performance metrics, and public perception of OHSA, and using this information to help create comprehensive updates and recommendations to improve future marketing strategies and campaigns while highlighting risks that might influence OHSA's reputation.
- Staying informed about industry trends, best practices and emerging technologies in comms & PR.
- Assisting in organising and promoting events, conferences, and workshops, as well as in any other OHSA events.
- Collaborating in the development of speeches, presentations, and various communication materials to ensure clarity, effectiveness, and alignment with OHSA's objectives.
- Contributing to branding initiatives by providing support in various aspects such as design conceptualization, merchandise development, and other related activities.
- Assisting in the development and management of the communications and PR budget efficiently and monitoring expenditures while ensuring cost-effective strategies and action.

Duties & Responsibilities:

- Facilitating internal communications initiatives to enhance engagement, alignment, and transparency across the organization.
- Performing duties as requested by the Senior Manager (Communications and PR) or other employees holding a senior management position within OHSA.
- In liaison with the CEO and the Senior Manager (Comm & PR), prepare work schedules and work plans for any direct subordinates and review performance on a regular basis against set objectives.
- Report sectional achievements, and KPIs to the CEO and the Senior Manager (Comm & PR).
- Offer assistance and/or advise other OHSA staff in matters arising.
- Ensure the best attitude, behaviour, language, and appearance, thus portraying the best image and reputation of the Authority.
- Report to the CEO and the Senior Manager (Comm & PR), any anomalies regarding the above.
- Be subjected to a performance appraisal.
- Follow policy and management directives.
- Prepare timely data submissions and any other documentation as required.
- Maintenance of source documents and filing to ensure continuation and audit trail.
- Prompt the CEO and the Senior Manager (Comm & PR) to problem areas.
- Liaise with Government institutions as and when required.
- Keep abreast with Government policies, procedures, and applications, and follow training as directed.
- Participate as required in professional meetings/seminars/workshops, including training locally and abroad, and review scientific literature and preparation of technical reports and publications.
- Execute any other duties as may be determined from time to time by the CEO and the Senior Manager (Comm & PR).
- Represent OHSA in radio and, or TV programs as necessary.
- Any other duties as directed by the CEO & Senior Manager which are delegated from time to time,

Eligibility & Personal Skills Requirements:

Eligibility:

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".
 - g. 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

- iii. in possession of a recognized **Master's** degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in **Communications** and/or **Marketing** and / or **Digital Marketing** and / or **Public Relations** and/or **Journalism** or in relevant areas as determined by management.

OR

- iv. in possession of a **First-degree qualification** at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits) in **Communications** and/or **Marketing** and/or **Digital Marketing** and/or **Public Relations** and/or **Journalism** and/or in relevant areas as determined by management, **with 3 years' experience in related sector.**

Eligibility & Personal Skills Requirements:

OR

V. in possession of a **Higher Diploma** at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits) in **Communications** and/or **Marketing** and/or **Digital Marketing** and/or **Public Relations** and/or **Journalism** with **5 years' experience in a related sector.**

*A recognised Qualification comparable to 180/60 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) Furthermore, candidates who are following a recognised program 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 MQF 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
- in possession of a valid driving license in respect of Category B
- Good working knowledge of computer operation and mainstream office software packages O/S Win 11, Microsoft 365 Apps.

Experience:

- Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience.

Other Required Skills:

- Clean criminal record.
- Driving Licence B.
- Reliable nature and loyal disposition,
- Able to manage sensitive situations and information with confidentiality.

JobsPlus Permit Number: 486/2024