



## CALL FOR APPLICATIONS

### Manager Training & Development

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](mailto:recruitment.ohsa@ohsa.mt) by not later than **Monday 26<sup>th</sup> May 2025.**

Receipt of applications will be confirmed.

<b>Job Title</b>	<b>Manager Training &amp; Development</b>
<b>Grade/ Contract Type</b>	Manager, Indefinite Contract Full-time (40h) per week and 12 Months Probation Period.
<b>Remuneration and Benefits</b>	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:

Identify and assess current and future training needs;

- Design and expand training and development programmes based on the needs of the Authority the employee and general Public;
- Set up a detailed annual training plan, which will be reviewed, and amended (if necessary);
- Set up and implement a wide variety of training methods;
- Conduct effective job analysis;
- Enhance through training, the skills of the Authority's workforce;
- Carry out exercises to continuously improve employee attitude scores towards management;
- Organise orientation programs and set and deliver induction sessions to new employees;
- Mentor employees and discuss with Senior Managers and Managers for staff skills needed and possible training plans;
- Keep the top management updated regarding the current and future training needs, the ongoing training and development programs and propose new training ideas;
- Develop and maintain organisational communication using different media to ensure employees are aware of training and development programs and opportunities;
- Work closely with top management and HR Department for the effective implementation of training strategies;
- Work with external providers to develop specific courses;
- Write reports and keep and update training records;
- Work within and effectively manage allocated budgets;
- Develop testing and evaluation procedures and amend or revise strategies and programmes as necessary, in order to adapt to changes occurring in the work environment;
- Develop and produce training materials for in-house courses including training aids such as manuals, handbooks and other informative and educational material;
- Review and evaluate training programs for compliance with Government standards;

### **Duties & Responsibilities:**

- Keep up to date with developments in training by attending meetings and any relevant courses;
- Carry out research about new technologies and methodologies regarding workplace training and development;
- Carry out any other duties that may be assigned by superiors from time to time. Competencies: The employee must:
  - Be self motivated and willing to continuously improve him/herself;
  - Be well-versed in employee development trends;
  - Have excellent leadership and management skills;
  - Have outstanding teaching skills and be self-confident, patient, and charismatic;
  - Have excellent communication skills in the Maltese and English languages, both written and oral;
  - Possess strategic thinking capabilities and experience in training and development strategies;
  - Be result and goal-oriented and able to achieve the targets set by the CEO;
  - Possess a sound knowledge of Human Resources strategy, principles, and functions in order to establish how training and development will support the Authority's workforce;
  - Be an excellent communicator hence, able to facilitate group discussions, learning sessions, seminars and workshops;
  - Supervise daily processes, including training logistics, administration, reporting, and the upkeep and smooth running of the OHSMA Training Centre;
  - Manage and mentor the OHS officer Trainees and recommend areas of improvement for further development;
  - Carry out on Job training visits whenever the need arises;
  - Develop Training in regards of the legislation in relation to OHS;
  - Monitor OHS Officers development and recommend areas of improvement in relation to the OHS Legislation;
  - Any other duties as directed by the CEO & Senior Manager which are delegated from time to time.

## Eligibility Criteria:

**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.**

### **Qualification:**

- iii. Applicants must be in possession of a **recognised Bachelor’s Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent\*) in Occupational Health & Safety and 2 years’ experience in a related field.**

\*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.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. 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 & Experience Required:**

### **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 11, Microsoft 365 Apps.

### **Experience:**

The ability to further demonstrate or show track record in Training & Development , in a similar role.

### **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: 422/2025***