

CALL FOR APPLICATIONS

Senior Manager (Legal)

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 should be issued within the last month.**

Applications are to be submitted to **recruitment.ohsa@ohsa.mt** by not later than 28th November 2025

Receipt of applications will be confirmed.

Job Title	Senior Manager (Legal)
Grade/Contract Type	Senior Manager Grade, Indefinite Contract Post is Full-time (40h) per week and a 1-year Probation Period
Remuneration and Benefits	Basic Salary Gross for the year 2025: €43,000 Expense Allowance: €5,000 Responsibility Allowance: €7,000 Transport Allowance: €4,658 Communication Allowance: € 1,800 Performance Bonus up to a Maximum of 15% <i>This remuneration is based on the collective agreement for Senior Managers/Managers 2023-2027</i>

1.0 Job Description & Key Responsibilities

The Senior Manager Legal will be reporting to the Occupational Health & Safety Authority CEO and the Head of The Technical Department. The Senior Manager Legal shall be expected to provide leadership in the smooth operations of the legal office. The Senior Manager Legal must possess a strong knowledge of Maltese law.

- a) Report sectional achievements, KPIs to the CEO and head of Technical Department;
- b) Advice CEO and head of Technical Unit on strategies and policies pertaining to his/her office;
- c) Uphold professional ethics and adhere to protocols pertaining to warranted profession;
- d) Ensure best attitude, behaviour, language and appearance thus portraying the best image and reputation of the Authority;
- e) Compile Business plan, progress and Annual reports on activities;
- f) Compile statistics and analyse data of activities for reports and planning;
- g) Coach and guide any subordinates in their daily work and participate in the identification of their training needs;
- h) Report to the CEO and the Head of Technical Department, any anomalies in regard to the above;
- i) Follow all OHSA policy, standard operational procedures and management directives;
- j) Prepare timely financial data submissions and any other documentation;
- k) Prompt CEO and Head of Technical Department to problem areas;
- l) Liaise with Government institutions as and when required;
- m) Keep abreast with Government policies, procedures and applications, and follow training as directed;
- n) Participate as required in professional meetings/seminars/workshops, including training locally and abroad, and review scientific literature and preparation of technical reports and publications;
- o) Supports the Legal unit with legal matters which the Department/Unit may work on from time to time, as well as any ancillary work currently handled by the legal unit, and any future legal work which emanates from this unit;
- p) Be prepared to prepare court cases, and cases appointed before the Tribunal, including appeals, and represent OHSA in this regard;
- q) Conducts prosecution in cases related with OHS breaches;

1.1 Job Description & Key Responsibilities

- a) Performs legal work in accordance with the standards of the profession including the preparation and filing of judicial acts;
- b) Draws up credit agreements, in relation to any compromise fines. Files any acts ancillary to any fines issued;
- c) Compile and keep updated any publication related with any judicial judgement and ensure the updating of official offenders list;
- d) Represent OHSA in any matter assigned;
- e) Attends and participate in training, meetings, conferences and seminars in Malta and abroad;
- f) Carries out legal research, perform analysis, draw up reports and cabinet memos;
- g) Liaises with the Office of the Attorney General, State Advocate and other Government on matters related with OHS matters;
- h) Drafts and draws up administrative instruments;
- i) Drafts Standard operation procedures;
- j) Draw and/or advise in the drawing up of official scheduled forms or notices related to the Department's role and function;
- k) Assists in the policy formulation, transposition of EU legislation and other functions of the Department by the preparation of briefs in relation to areas falling within the remit of the Department;
- l) Drafts laws and regulations, including amendments to existing legislation, as well contracts and other written instruments and to peruse documents drafted by others;
- m) Maintains and communicate a positive and professional attitude during communication with competent authorities;
- n) Co-ordinates with the legislation unit regarding transpositions of EU directives;
- o) Assist the legal unit with the drawing up of administrative fines or compromise fines;
- p) Attends meetings related to any enforcement practices which may be in place or implemented;
- q) Delivers internal and external training in OHS related topics;
- r) Offers internal advice on any OHS legal matters;
- s) Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the CEO and/or Head of Department;

2.0 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 AND

- Proficient in written and oral communications in Maltese and English;

iii AND

Qualifications:

- **In Possession of the Warrant to practice the profession of Advocate in Malta;**

2.1 Eligibility & Personal skills Requirements

IV Skills:

- a) strong interpersonal skills, in particular the ability to be assertive;
- b) strong analytical and reasoning abilities;
- c) have the ability to meet strict deadlines;
- d) expected to be fully conversant with mainstream Office software in use at the Occupational Health & Safety Authority.
- e) Familiar with filling of acts in the Civil Court Registry and procedure;
- f) Drawing up credit notes and ancillary documents;
- g) Experience in representations in tribunals or court cases;

V. Experience:

- Experience in Legal Field will be considered an asset.

VI. Required Personality Skills:

- a) Clean criminal record,
- b) Reliable nature and loyal disposition,
- c) A team player,
- d) Able to manage sensitive situations and information with confidentiality.

JobsPlus Permit Number: 629/2025