



**CALL FOR APPLICATIONS**

**Senior Manager Corporate Services**

**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 not older than 1 Month.**

Applications are to be submitted to [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt) by not later than 15<sup>th</sup> May 2026  
**Receipt of applications will be confirmed.**

<b>Job Title</b>	Senior Manager Corporate Services
<b>Grade/ Contract Type</b>	Indefinite Contract Post is Full-time (40h) per week and a 1-year Probation Period
<b>Remuneration and Benefits</b>	Basic Salary Gross for 2025: €44,000 Expense Allowance: € 5,000 Communication Allowance: € 1,800 Responsibility Allowance: € 7,000 Transport Allowance: € 4,658 Performance Bonus up to a Maximum of 15%

## 1. Job Description & Key Responsibilities

The Senior Manager Corporate Services will be reporting to the Occupational Health & Safety Authority CEO and shall be expected to oversee and support functions including Human Resources - Training & Development, Customer Care, Information Technology, facility management and transport fleet operations. This role ensures efficient administrative services, regulatory compliance, while aligning corporate services with the OHSA strategic objectives.

### Main Responsibilities:

- I. Lead HR strategy, policies, and procedures in alignment with OHSA goals
- II. Handle employee relations, disciplinary processes, and conflict resolution;
- III. Oversee and support the Training & Development Manager in scheduling internal training sessions and external courses provided by the Authority, while also ensuring the proper upkeep and maintenance of the Training Centre;
- IV. Oversee and support the Customer Care Unit, and in collaboration with the Unit Manager, ensure that complaints are addressed promptly and that responses to OHSA stakeholders are delivered effectively and in a timely manner;
- V. Oversee maintenance, safety, and security of all OHSA premises;
- VI. Manage contracts for cleaning, and security services;
- VII. Ensure compliance with health, safety, and environmental regulations;
- VIII. Plan space allocation, office layout, and workplace improvements;
- IX. Provides timely and effective responses to the CEO for any queries by the Ministry, IAID, National Audit Office and the Ombudsman;
- X. Provides leadership to and manage the performance of staff members working directly under the Senior Manager Corporate Services in part setting up personal performance plans, including clear targets and expectations, evaluating their performance and providing regular feedback while highlighting areas of improvement. Actively uses available mechanisms to reward and sanction their performance and ensures That the same action is being taken from their end in relation to junior staff under their responsibility;

## 2. Job Description & Key Responsibilities

- XI. Manage OHSA vehicle fleet, allocation, and disposal and ensure proper maintenance schedules, insurance, and compliance with regulations;
- XII. Develop and implement administrative policies and procedures;
- XIII. Ensure efficient delivery of support services across departments;
- XIV. The Senior Manager Corporate Services leads process improvement and digital transformation initiatives, with support from the IT Manager;
- XV. Support senior leadership with operational planning and reporting;
- XVI. Prepare and manage budgets for HR, facilities, and fleet functions;
- XVII. Ensure cost control and efficient resource utilization;
- XVIII. Collaborate with internal departments and external service providers;
- XIX. Provide strategic insights to senior management;
- XX. Ensure high standards of service delivery and continuous improvement;
- XXI. Makes tangible improvements in service quality while taking full account of the requirements of the OHSA;
- XXII. Carries out any other duty as required by the CEO;

### 3. 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.

**AND**

- II.** Able to communicate in both the Maltese and English languages.

**AND**

- III.** In possession of a recognised Masters qualification at MQF Level 7 ( subject to a minimum of 90ECTS/ECVET Credits, or equivalent), or a comparable professional qualification, in Work and Human Resources Management or Management or Training and Development or Corporate Governance and Leadership or Management and Leadership or Business Administration or Strategic Management or Change Management or Public Policy or Creativity and Innovation or Evidence Based Management or Industrial Relations and Working place learning or a comparable professional qualification.

**IV. OR**

In Possession of a recognised Bachelor s Degree at MQF Level 6 ( subject to a minimum of 180 ECTS/ECVET credits, or Equivalent, or a comparable professional qualification , in Work and Human Resources Management or Management or raining and Development or Corporate Governance and Leadership or Management and Leadership or Business Administration or Strategic Management or Change Management or Public Policy or Creativity and Innovation or Evidence Based Management or Industrial Relations and Working place learning or a comparable professional qualification and three (3) years' experience in a management position.

**V. AND**

- (a) Have an in-depth knowledge of Human Resources and Corporate Services Management, and
- (b) Have good management skills, including a good sense of judgment and decision-making abilities.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that is a comparable to above-mentioned number of ECTS/ECVET credits. The advice of the MQRIC may be sought.

**VI. SKILLS:**

- a) strong interpersonal skills, in particular the ability to be assertive
- b) strong analytical and reasoning abilities
- c) excellent oral and written communication skills in Maltese & English
- d) have the ability to meet strict deadlines
- e) expected to be fully conversant with mainstream Office software in use at the Occupational Health & Safety Authority.

**VII. EXPERIENCE:**

- a) 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.

**VIII. OTHER REQUIRED 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: 403/2026**