CALL FOR APPLICATIONS

OHS Officer (Trainee)

Occupational Health & Safety Authority (OHSA)

Interested applicants are kindly requested to submit:

- an expression of interest;
- a Curriculum Vitae (CV);
- copies of any qualifications;
- a Police Conduct Certificate with a date of issue not older than a month before the submission of the application; and
- any other relevant supporting documents.

Applications are to be submitted via email to **recruitment.ohsa@ohsa.mt** by not later than 30th November 2026, 16:00 CET. Receipt of applications will be acknowledged.

Job Title	**OHS Officer Trainee** The position offers opportunities for career progression, with OHS Officer I being the next grade within the Authority's organisational structure.
Contract Type	**Definite Contract** The post is offered on a Full-time basis (40h), with 6 months' probation period. The Position is **definite for three (3) years** subject to the successful attainment, **of a recognised qualification in Occupational Health & Safety at MQF Level 5, with an equivalent of 60 ECTS by the end of the third year.** The Authority may extend the engagement for additional periods of one (1) year.
Remuneration	Basic Salary Gross for 2026: € 19,333 Communication Allowance: € 360 Wear & Tear Clothing: € 232.94 *Collective Agreement for 2022-2026*

A. Duties and Responsibilities

The selected candidate will be required to:

- Accompany OHS Officers during workplace inspections and visits.
- Assist in the preparation of reports relating to workplace visits, occupational accidents and ill-health investigations, while completing the relevant activities and requirements outlined in the Trainee Programme.
- Develop a sound understanding of Occupational Health and Safety (OHS) legislation and the legal framework governing OHS matters within the Authority's jurisdiction.
- Assist OHS Officers in monitoring compliance with OHS legislation.
- Assist in the preparation of enforcement notices and related follow-up activities, as directed. Assist management in matters relating to the initiation of administrative fines, the preparation of court proceedings and other enforcement actions undertaken by the Authority.
- Develop an understanding of court procedures and the Authority's role in legal proceedings, including the provision of evidence when required.
- Collect and analyse data, compile statistics and undertake research, as directed by the Authority, on occupational accidents, work-related ill-health, fatalities and other matters related to occupational health and safety. Identify and recommend measures aimed at improving the effectiveness and efficiency of the Authority's operations.
- Report any issues and seek advice and direction from the next senior officer, or any other officer as delegated by the Authority.
- Participate in initiatives, awareness campaigns and promotional activities related to the Authority's functions, as directed. Follow policy and management directives.
- Maintain high standards of professionalism, conduct and appearance, while upholding the reputation of the Authority. Participate as required in professional meetings/seminars/workshops, including training online or in person, locally and abroad.
- Report to the next officer or any other officer delegate as appointed by the Authority, any anomalies regarding the above.
- Make effective and responsible use of the Authority's information and communication technology systems.
- Work overtime when in the Authority's opinion, circumstances so necessitate.
- Submit to a performance appraisal by the line manager.
- Perform any other duties related to the position, as may be assigned by the Authority.
- The successful applicant will be assigned duties and areas of responsibility according to the operational needs of the Authority.

B. Eligibility Requirements

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

Section I

Be:

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 *Identità* 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.

Section II

a) Proficiency in both Maltese and English languages.

b) Have a good level of education including a School Leaving Certificate.

c) **An OHS Trainee must obtain a locally accredited Diploma in Occupational Health and Safety at MQF Level 5, comprising a minimum of 60 ECTS credits.** The acceptance Letter for enrolment in a local Diploma in Occupational Health & Safety, accredited at MQF Level 5 and comprising of 60 ECTS credits, must be submitted prior to engagement with OHSA.

C. Skills and Personal Attributes

Skills:

a) Strong interpersonal skills, in particular, the ability to be assertive.
b) Strong analytical and reasoning abilities.
c) Attention to detail.

Experience:

a) 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

a) Reliable nature and loyal disposition.
b) A team player.
c) Able to manage sensitive situations and information with confidentiality.
d) Applicants must also have a clean criminal record.

JobsPlus Permit Number: 954/2026