CALL FOR APPLICATIONS

Clerk

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 01st December 2026, 16:00 CET

Receipt of applications will be acknowledged.

Job Title	**Clerk**
Contract Type	Full-time employment (40 hours per week) with six-month probationary period. Indefinite contract.
Remuneration	The remuneration package for 2026 comprises: • Gross Basic Salary: €20,084 per annum The above remuneration is based on the Collective Agreement covering the period 2022-2026.

A. Duties and Responsibilities

The selected candidate will be required to:

- Provide general clerical and administrative support to the department as assigned.
- Operate front office and customer service counters, respond to enquiries received via telephone, email, correspondence, and in person, and handle complaints in a professional, courteous, and efficient manner.
- Utilise Information Technology systems, Microsoft Office applications (including Word, Excel, Outlook, PowerPoint, and Teams), and any Customer Relationship Management (CRM) or other Authority-approved software platforms to perform daily duties effectively.
- Enter, update, maintain, and retrieve data accurately from electronic databases, records management systems, CRM platforms, and other digital applications.
- Collect and process cash payments where applicable, maintain accurate records of transactions, and ensure compliance with established financial procedures and controls.
- Maintain records relating to the receipt, storage, and issue of goods and supplies, and ensure the accuracy and integrity of inventory-related documentation.
- Operate office equipment, including photocopiers, scanners, binders, printers, and other relevant administrative tools.
- Maintain both physical and electronic filing systems, ensuring that documents are properly filed, organised, archived, and easily retrievable.
- Prepare reports, spreadsheets, correspondence, presentations, and other documentation as directed by the Line Manager or delegated officers.
- Assist management in compiling, updating, and monitoring departmental records, statistical information, and performance data using approved templates and reporting channels.
- Monitor office supplies and stock levels, ensuring timely replenishment and the controlled issuance of items in accordance with operational requirements and established procedures.
- Verify that goods and services received correspond to approved purchase requests and delivery documentation and promptly report any discrepancies to the Line Manager.
- Support procurement, inventory, financial, and administrative processes through accurate record-keeping and data management.
- Undertake filing and other clerical responsibilities as assigned by the Line Manager, Senior Manager, or other authorised officers.
- Participate in training and development programmes identified by management to enhance work-related, digital, administrative, and customer service competencies.
- Work collaboratively with colleagues and take direction professionally from supervisors and senior management.

A. Duties and Responsibilities (/cont.)

- Comply with all applicable policies, procedures, Standard Operating Procedures (SOPs), information security requirements, and management directives.
- Contribute to continuous improvement initiatives by proposing amendments and recommendations aimed at enhancing existing processes, procedures, and service delivery.
- Be assigned, as required, to professional, technical, operational, or administrative units to provide clerical, administrative, accounting, or data management support.
- Maintain confidentiality and ensure the secure handling of information in accordance with data protection and records management requirements.
- Perform any other clerical, administrative, customer support, data-entry, records management, or operational support duties as may be assigned by the Authority.

This Job Description may be changed from time to time to reflect the changing situation of the Authority after consultation with the job holder.

B. Eligibility Requirements

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

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.

ii. Be able to communicate in both Maltese and English languages.

AND

iii. Applicants must be in possession of 3 MATSEC (Grades 1-7) or GCE Certificates (Grades A - E), which should include Maltese or English, or a full MQF Level 3 VET qualification in 3 subjects which must include Maltese, or English, or a recognised, appropriate, comparable qualification;

iv. Proficiency in the Maltese and English languages, both verbally and written (Level B2 of the Common European Framework of Reference for Languages), or equivalent.

C. Skills and Personal Attributes

Applicants must demonstrate:

- strong interpersonal skills, in particular, the ability to be assertive;
- the ability to learn new procedures and systems;
- accuracy in handling data and figures;
- the ability to plan, prioritise and organise their work;
- the ability to work under minimum supervision;
- to be trustworthy, flexible and adaptable;
- IT literacy;
- Reliability, integrity and loyalty;
- the ability to work effectively, both independently and as part of a team; and
- the ability to manage sensitive situations and information confidentially.
- Must also have a clean criminal record.

JobsPlus Permit: 975/2026