

***“To provide and sustain decent social and affordable housing opportunities promoting stability and supporting social mobility.”***

## **Officer I**

The Housing Authority is currently seeking to recruit motivated persons to fill position above on an indefinite contract basis.

**Recruited employees will perform general clerical duties within a team working to implement Housing Authority projects, schemes and initiatives.**

Applicants must be able to work independently, collaboratively and work in a fast-paced environment. It will be necessary to demonstrate an ability to prioritize workloads and multi-task effectively. This position will appeal to individuals with a strong commitment to teamwork and cooperation and ability to interact with all levels within the Authority.

**Applicants must be in possession of:**

- i. O Level qualifications in Mathematics, Maltese and English Language, together with two other qualifications at either ‘O’ level standard or MQF Level 3 (does not include ECDL)**  
**and**
- ii. In possession of ECDL Certificate (7 Modules), or in process of obtaining ECDL Certificate by not later than 3 months from date of employment with the Housing Authority.**

Interested candidates are invited to submit a letter of application including a detailed CV to the Human Resources Section via email on **[vacancies.ha@ha.gov.mt](mailto:vacancies.ha@ha.gov.mt)**

An Interviewing Board will be set up to decide which application merits approval.