

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

Vacancy

Administration Officer (Procurement Officer)

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

The recruited employee will be assigned within Housing Authority Procurement Section and will be responsible for the full tendering process including administrative tasks related to drafting, evaluation, and implementation of the project.

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:

- A recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regards to programmes commencing as from October 2003), in Management, Procurement or a Finance related subject, together with O level passes in the English and Maltese language

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.

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

JobsPlus Permit : 325/2023