

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

Senior Officer (Corporate Support)

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

The Recruited employee will be assigned duties related to Corporate Support Section within the Corporate Services Department. This position will mainly involve the coordinating and supervising of daily's transport and delivery errands, distribution and collection of files, overseeing reception /security duties, cleanliness, and upkeep of all office, storage and parking spaces.

Applicant must be able to work independently, collaboratively and 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, leadership and cooperation and ability to manage and interact with all levels within the Authority.

Applicants must be in possession of:

- A recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Management, Administration or in a comparable professional qualification, together with O Level certificates in Maltese and English 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 : 314/2023