

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

Administration Officer – Human Resources

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

The recruited employee shall form part of a team and will be assigned day-to-day administrative operations within the Human Resources Section. These tasks require strict confidentiality, excellent organizational skills, and strong work ethics. 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, cooperation and ability to interact with all levels within the Authority.

Applicants must be in possession of:

- Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent with regards to programmes commencing as from October 2003) together with O Level passes in 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.