

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

## **Administration Officer – Compliance**

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 will be responsible to perform within a team in tasks related to Compliance, Enforcement, Investigations, and Routine Inspections concerning property owned or administered by the Housing Authority or in private leases.

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:**

1. 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), and two years of relevant work experience together with O level passes in the English and Maltese language and ECDL (7 modules) certificate.

or

2. 25 years in service with Malta Police Force, the last five years being in the rank of Police Sergeant or above.

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.