

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

Vacancy

Manager (Public Relations)

The Housing Authority is currently seeking to recruit a motivated person to fill the post above on a full-time and indefinite contract basis. The Manager will be managing a team related to communications and public relations, developing and implementing public relations strategies which enhance the authority's image and visibility.

The ideal candidate must have good motivation and communication skills and be able to meet tight deadlines. It will be necessary to work in a team environment and co-ordinate and supervise the work of others. The selected employee must have excellent interpersonal and communication skills, in both the Maltese and English languages.

Requisites:

- A recognised Bachelor's qualification at MQF Level 6 in Management, Communications, Tourism Studies, or in a comparable professional qualification, together with four years of relevant work experience.

Main Roles and Responsibilities

- i. Execute operations of projects effectively and efficiently, according to established budgets.
- ii. Regularly carry out research on the services offered by the Housing Authority to help in the implementation of new programmes and the amendment or formulation of new housing policies or initiatives.
- iii. Co-ordinate and organise a variety of events in line with strategic necessities and organisation branding.
- iv. Assist in the planning & coordination of reports and press releases.
- v. Assist other offices in the preparation of FAQs for Housing Authority website.
- vi. Prepare & coordinate schedule for PR activities on TV, radio & social media.
- vii. Confer with senior management officials to produce annual reports and coordinate the collection of data/photos, liaise with designer/printer and draft text or report.
- viii. Collaboration with various departments to develop and implement workflows and processes.
- ix. Monitor best practices and changes in procedures and adjust the SOP documentation to ensure they are implemented by staff at all levels. Keep track of the procedures and develop a centralized repository that can be accessed by staff.
- x. Other duties which may be assigned by the Executive Head on tasks and projects that support the implementation of several measures and to ensure the completion of such projects within schedule.

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.

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