

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

Vacancy Manager (Training & Development)

The Housing Authority is currently seeking to recruit a motivated person to fill this post on a full-time and indefinite contract basis. The Manager will be responsible for all tasks in connection with Training & Development of Housing Authority workforce and overseeing the talent acquisition process.

The ideal candidate must be passionate about people and personal development. Being a people-person, goal driven, have a commitment to teamwork and cooperation, with the ability to interact with all levels with the Authority, the Manager will need to demonstrate strong organisational skills to manage multiple projects simultaneously, with the ability to manage and interact with all levels within the Authority as well as with external stakeholders. Excellent command of both Maltese and English languages, written and spoken, is required.

Requisites:

1. A recognised Master’s qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) in Human Resources, Management, Administration, Psychology, or in a comparable professional qualification.
or
2. A recognized Bachelor’s Qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in Human Resources, Management, Administration, Psychology, or in a comparable professional qualification, together with two years of relevant work experience.

Main Roles and Responsibilities

The Manager will work within the Human Resources Section and will be responsible to recommend, design, develop and implement learning and development programs which support the full employment lifecycle, including onboarding, career development, wellbeing, progression, and management and leadership development. The main tasks will include

- Collaborate with other Managers and Heads to identify training gaps and needs and periodically prepare Training Needs Analysis of the entity’s workforce.
- Create and implement a training program based on outcome of TNA and which aligns with the entity’s goals and employees’ growth paths.
- Coordinates training and learning and development activities, seeking training providers, venues, event logistics, to ensure successful delivery.
- Develop and implement successful and innovative learning and development programs.
- Facilitates initiatives by employees for professional development and training.
- Deliver induction and training programs; identify and follow up training requirements of new recruits, ensuring that they feel supported and equipped to function successfully in their new job.
- Overseeing the recruitment procedures, simplifying processes, ensuring compliance to all local employment laws and regulations and other public administration directives.
- Assist in employee retention efforts and supporting career growth within the organization.
- Assist top management in HR Plans, to identify staffing requirements.
- Assist in the drafting of policies and procedures of the HR department.
- Keep abreast of market trends and best practices in Human Resources Management, employment laws and regulations, and public administration directives.
- Maintains technical expertise and knowledge of best practices on related trends, changes and developments, and service strategies. Recommends new approaches, modifications or changes that will improve efficiency and/or effectiveness.
- Prepare weekly, monthly and any ad hoc reports on related dues and other administrative work.
- Other ad hoc tasks as may be required from time to time.

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.