

“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 Inspections concerning property owned or administered by the Housing Authority or in private leases.

These tasks require strict confidentiality, excellent organisational skills, and strong work ethics. The ideal candidate must be capable of working independently, using their own initiative, as well as collaboratively within a dynamic and fast-paced environment. They must demonstrate strong multitasking abilities and the capacity to effectively prioritise tasks as operational needs arise. The role also requires a high level of attention to detail, adherence to regulatory standards, and the ability to ensure that all residential operations remain fully compliant with established policies contract requirements, and statutory obligations. This position will appeal to individuals who are committed to teamwork, demonstrate sound leadership qualities, and possess the ability to engage and collaborate professionally with staff at all levels across the Authority.

Applicants must be in possession of:

1. A recognized qualification Diploma at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent) in Management, Administration, Education, Criminology, Law or in a comparable professional qualification together with O Level qualifications in Maltese and English languages, ECDL (ECDL can be achieved within 3 months from date of appointment) and 1 year of relevant work experience.

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. An Interviewing Board will be set up to decide which application merits approval.