

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

Vacancy

Manager – Human Resources

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 ideal candidate must be self-driven and highly capable professional, with strong leadership skills, excellent communication and interpersonal abilities to mediate conflicts and foster positive relationships across the Housing Authority. A deep and current understanding of labour laws and regulations is necessary. Strategic thinking and problem solving skills are a necessity to create and execute effective HR policies that directly support the operations and objectives of the Authority, adapting to changing conditions. Collaboration and innovation are key, with a focus on building strong relationships and implementing creative solutions.

❖ Requisites

- 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

- A recognised 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.

❖ Roles and Responsibilities

- Develop and implement HR strategies and initiatives aligned with organizational goals
- Oversee compensation, benefits administration, to forward for payroll processing
- Keep up-to-date with changes in employment legislation, health and safety regulations, and organisational policies and ensure internal policies reflect these changes.
- Handle employee relations, mediating conflicts and resolving grievances effectively
- Develop and implement policies related to Human Resources
- Maintain HR records and prepare reports on HR metrics and workforce analytics as required
- Manage organisational changes, restructuring, and workforce planning
- Oversee the administration of employee attendance, including tardiness, absences, and leave requests, ensuring accurate records, addressing absenteeism patterns with corrective actions, and generating reports for management review
- Coordinate with management to identify HR needs and improve existing HR practices
- Handle disciplinary actions, terminations, and exit interviews with sensitivity and professionalism

- Foster a positive working environment that encourages teamwork and employee motivation
- Serve as a point of contact for employee inquiries related to HR policies and procedures
- Promote diversity, equity, and inclusion initiatives within the workplace
- Manage employee performance management processes, including appraisals and feedback mechanisms
- Implement policies and programs to enhance employee engagement and organizational culture
- Act as a point of contact for employees regarding HR-related concerns and queries.
- Other tasks within the HR Section 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.

JobsPlus Permit: 1119/2025