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

Administration Officer

The Housing Authority is currently seeking to recruit a motivated and trustworthy person to fill position above on an indefinite contract basis within the Procurement Section.

The selected candidate will be deployed within the Housing Authority's **Procurement Section** and will be required to support procurement-related functions, including the administration and coordination of procurement processes, in accordance with applicable public procurement regulations, internal policies, and established procedures.

The ideal candidate will be a highly organised, motivated, and detail-oriented professional, capable of working independently while contributing effectively within a team. This role is based within a busy and fast-paced Procurement Section and requires a person who can manage multiple tasks simultaneously, prioritise effectively, and maintain accuracy even when working under pressure. The successful candidate must be resilient, diligent, and able to respond efficiently to competing deadlines, high volumes of work, and procurement-related enquiries. Strong analytical, problem-solving, communication, and interpersonal skills are essential, together with the ability to follow established procedures and ensure compliance with applicable regulations and internal policies. This position will appeal to individuals who work well in demanding environments and who can interact professionally and confidently with stakeholders at all levels within the Authority.

Applicants must be in possession of:

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

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 by not later than 8th November 2026. An Interviewing Board will be set up to decide which application merits approval.

*JobsPlus Permit: **336/2026***