



JOB DESCRIPTION & CALL FOR APPLICATIONS

The Authority is an equal opportunity employer

Nomenclatures denoting the male gender include also the female gender

Position: OHS OFFICER I

This position offers an opportunity for competitive advancement with the next level in structure being the post of *OHS Officer II*.

Reporting as necessary to: OHS Officer II, Principal OHS Officer, line manager, or any other officer as delegated by the Authority.

Subordinates: Trainee OHS Officer.

Purpose: To promote the dissemination of information, education and training on occupational health and safety and the methods required to prevent occupational injury, ill health, or deaths and to enforce the relevant legislation.

1. The Senior Manager (Corporate Services) on behalf of the Chief Executive Officer, Awtorità għas-Saħħa u s-Sigurtà fuq il-Post tax-Xoġħol (OHSA), invites applications for the post of Occupational Health and Safety Officer in the grade of *OHS Officer I*.

2. Terms and Conditions

This appointment is of an Indefinite nature with a probationary period of six (6) months, [Ref. OHSA Collective Agreement Art. 29, CA 2022-2026] on a Full-time (40h) basis.

3. Duties & Responsibilities

Operational - the appointee will be required to:

- Carry out workplace visits whenever the need arises, or as directed.
- Work overtime and be rostered on **active stand-by** outside working hours as determined by Management.
- Draw up reports in connection with workplace visits, accidents, ill-health investigations.
- Implement legislation in relation to OHS jurisdiction.
- Monitor compliance with relevance to OHS legislation and take enforcement action where appropriate, or as directed.
- Issue enforcement notices when required and follow up as appropriate.
- Liaise with management in the initiation of proceedings leading to the issue of *Administrative Fines*, or the action required in the preparation of a court case.
- Give evidence in court cases and in appeals against orders issued in terms of the law.
- Take legal action when and where appropriate.
- Collate and analyse data and statistics and carry out research as directed by the Authority with regards to occupational accidents, ill-health, and deaths and on matters ancillary to OHS.



- Make recommendations to superiors on measures that need to be taken to improve OHS core operations.
- Report any issues and seek advice and direction from the next senior officer or any other officer as delegated by the Authority.

Awareness raising and Education - the appointee will be required to:

- Promote occupational health and safety principles and subsidiary legislation at private and public entities and institutions, through advice, education, training and to prepare guidance and information material.
- Take part in the above initiatives, including through media as directed.

General - the appointee will be required to:

- Follow policy and management directives.
- Ensure best attitude, behaviour, language, and appearance thus portraying the best image and reputation of the Authority.
- Participate as required in professional meetings/seminars/workshops, including training online, locally, and abroad, and review scientific literature and preparation of technical reports and publications.
- Drive a service vehicle as and when required.
- Make use of OHS ICT facilities
- Report to line manager or any other delegate as appointed by the Authority, any anomalies with regard to the above.
- Work overtime when in the Authority's opinion, circumstances so necessitate.
- Be on active stand-by on a roster system outside working hours as determined by Management.
- Submit to a performance appraisal by the line manager.
- Execute any other duties as may be assigned by the Authority.

An OHS Officer I shall be appointed as OHS Officer in terms of Act XXVII of 2000 - (Cap. 424) and shall have such legal powers and duties as are mentioned in the said Act. The successful applicant shall be assigned to areas according to the exigencies of the service.

4. Eligibility

4.1 By the closing time and date of this call for applications, applicants must be:

- a. citizens of Malta; or
- b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the abovementioned EU legislation and



treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or
- f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the 'Citizenship Unit' within *Community Malta Agency* and the 'Expatriates Unit' within *Identità* should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate in the Maltese and English languages.

AND

- iii. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credit or equivalent*) in **Occupational Health and Safety**.

* A recognised qualification comparable to 60 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Public officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position or in a lower grade/position. Reversion to previous unconfirmed appointment is not possible.

- 4.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 4.1 or else as indicated in paragraph 4.2 (i) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification by the 31st October, 2024. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

- (a) The probation period starts to count from date of appointment.



- (b) Such appointees will not benefit from any allowances until attainment of or are approved for the indicated qualification referred to in clauses 4.1 or 4.2 (i).
- (c) Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the selection board could opt to give one of the lower marks if substantiated by an available transcript.
- (iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVET credits, or equivalent, and attained the required MQF level by the closing time and date of the call for applications.
- 4.5 Applicants must be of conduct which is appropriate to the post applied for. Applicant must produce **a certificate of conduct issued by the Criminal Records Office** or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details. In the case of applicants who are in the Malta Public Service, the GP 47 will be requested by the Authority from the Director responsible for HR where applicants are serving.
- 4.6 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.5 above, not only by the closing time and date of this call for applications but also on the date of appointment.
- 4.7 Applicants from the Public Service are obliged to immediately inform the selection board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing Authority (if result has been published), upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the selection board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.
- 4.8 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC <https://mfhea.mt/academic-qualifications/> or other designated authorities, as applicable, as per provisions applicable to this call for applications.
- 5. Submission of Supporting Documents**
- 5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent through the designated mailbox recruitment.ohsa@ohsa.mt
- 5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.



6. Selection Procedures

- 6.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is one hundred per cent (100%) and the pass mark is fifty per cent (50%).
- 6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 to 4.5, have proven relevant work experience. Candidates are to submit a **Jobsplus History sheet** in support of claimed work experience.

7. Submission of Applications

- 7.1 Applications are to be submitted, for the attention of the Senior Manager (Corporate Services) through the designated mailbox recruitment.ohsa@ohsa.mt only. Applications are to include a Europass format Curriculum Vitae <https://europa.eu/europass/en/create-europass-cv> (which should also include a list of qualifications held by applicant).

Applications will be duly acknowledged by return email.

- 7.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.
- 7.3 Applications received after closing date and time (i.e. late applications) are not allowed.
- 7.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

8. Other requisites pertinent to this call

- 8.1 The successful applicant shall also have:
- strong interpersonal skills, in particular the ability to be assertive.
 - strong analytical and reasoning abilities.
 - excellent oral and written communication skills in Maltese & English
 - **a valid driving license** in respect of Category B (Manual & Automatic)
 - IT Office Skills including any successfully completed IPS/ECDL/NCFHE accredited course at MQF Level 3



9. Conditions of Employment:

9.1 The OHSA's Collective Agreement (CA) shall regulate all matters relating to conditions of employment.

➤ **Gross Annual Salary:**

As per OHSA Collective Agreement (CA) 2022-2026 scales, the entry salary for the position in 2024 stands at **€23,888**. This salary structure carries annual increases and increments as per CA and is inclusive of Cost of Living Adjustments for 2024*.

*(as adjusted OPSS, IRU 30 January 2024 11:36)

Overtime, according to the exigencies of the Authority's service, shall be paid at rates established by the CA.

➤ **Allowances:**

This post carries a number of annual allowances (including Inspectorate [€6,000], Communication for use of personal mobile [€815] and clothing [€232.94]) to which the employee would be entitled as applicable. Employees authorised as on *active stand-by* shall be entitled to an allowance for the period on which the employee is on *active stand-by*. Such allowances and overtime shall be paid in accordance with the CA in force at the time.

Concurrent Issue of this vacancy:

If recourse to issue an Expression of Interest and/or Public Notice (following Jobsplus procedure as per ETS Act) is eventually taken, mention is made that available vacancies are filled based on the internal call result and, when exhausted, through the Expression of Interest and/or through Jobsplus procedures, as applicable. Extract from Manual for Public Sector Entities: Delegation of Authority to effect Recruitment, Promotions, and Industrial Relations – Section 3.6(ii)

The website address and email address of the receiving Entity ohsa.mt & recruitment.ohsa@ohsa.mt