

# **Malta Competition and Consumer Affairs Authority**

## **Position of Head Human Resources**

**(MCCAA/HR/09/2015)**

### **Job Description**

The Head Human Resources within the Corporate Services unit is to provide administrative support in the area of human resources to the Chairman and the various entities within the MCCAA. He/she will be responsible for directing and managing all human resources within the Authority to enable it to attain its strategic objectives.

### **Duties and responsibilities**

According to article 5(4) of Cap 510 of the laws of Malta, the Corporate Services of the Authority, its administration and organization and administrative control of its officers and employees are the responsibility of the Chairman. Therefore, the following duties and responsibilities are to be carried out as delegated by the Chairman.

- Provides strategic direction and vision in the field of Human Resources including policy, procedural and operational matters
- Ensures that the Authority's Human Resources functions are managed according to the Constitution, legislation, the Public Administration Act, PSC regulations, Public Service Management Code, Collective Agreements, policies and procedures.
- Manages, develops and organises the Authority's performance indicators and co-ordinating entities' performances within the Authority corporate plans and objectives;
- Leads the annual capacity building, training needs analysis and succession planning exercises;
- Leads operations related to changes in work practices and salary agreements;
- Develops and directs measures and initiatives aimed towards creating a harmonious and stable relationship with the workforce, trade unions and other stakeholders;
- In collaboration with the various entities in the Authority, increases the level and quality of customer care and develop a strong relationship with existent and potential customers;
- Setting up and maintaining training and development programmes of staff including induction courses for newly recruited staff;

- Ensures that all employees are fully trained and can perform their duties effectively whilst assisting them in acquiring new skills and developing existing ones;
- Acts as the Occupational Health and Safety officer of the Authority;
- Enforces discipline in line with the Collective Agreement provisions and relative public service regulations;
- Assists in the creation, dissemination and analysis of any questionnaires or surveys, as required;
- Coordinates and carrying out research, and analysing and interpreting results, including research aimed at keeping the HR function updated with relevant policy development occurring in the Public Administration;
- Ensures that HR policies, manuals, codes, regulations and related templates are constantly reviewed and updated to reflect the dynamic requirements of a modern Public Administration;
- Performs duties related to the recruitment, promotions and progressions, transfers, detailing/deployment of employees of Public Officers, and secondment of Public Sector employees with the Public Service;
- Manages and supervising HR personnel;
- Ascertains that the MCCA is manned by the necessary, competent and skilled staff to carry forward its operations by taking the necessary measures to fill vacant positions
- Implements an organisational structure that delivers, and develops, updates and implements new operating practices, identifies impacts of change, and ensures all available resources are utilized to the optimum level;
- Assists the internal auditor, within the prevailing regulatory framework, in the implementation of delegated processes to ensure that the filling of approved vacancies, legislation, regulations, policies, directives and templates are being complied with by the MCCA;
- Contributes towards the drafting of reports including the annual report as required throughout the year;
- Performs other duties as directed by the Chairman or his designated representative.

## **Qualifications and Experience Required**

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

- in possession of a recognised post-graduate (Masters) degree, at MQF level 7, or a recognised, comparable qualification, in Human Resources Management, Public/Business Administration, or Psychology in a relevant field, and three (3) years relevant work experience

Or

- in possession of a recognised degree, at MQF level 6, or a recognised, comparable qualification, in Human Resources Management, Public/Business Administration, or Psychology in a relevant field, and five (5) years relevant work experience.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes provided they meet any specified subject requirements.

Relevant management experience will be considered an asset.

Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (reference to respective link).