

ADMINISTRATION OFFICER 5

WITH SPECIALISATION IN TRAINING & DEVELOPMENT

FULL-TIME



ROLE

The National Statistics Office (NSO) invites applications for the post for the post of Administration Officer 5 (Training & Development/Human Resources).

The prospective employee will be deployed within the Human Resources & Staff Development Unit or any other unit according to the exigencies of the Office.

This position is an excellent opportunity for prospective candidates seeking to attain a career with specialisation in Human Resources, Training & Development

WORKING CONDITIONS

The position offers an annual starting salary of €28,284, rising by annual increments subject to a positive performance review. This remuneration excludes qualification allowances and any overtime pay, which is reimbursed separately on an ad-hoc basis, as need arises.

The NSO also thrives to offer:

- A friendly working environment;
- Reduced summer working hours;
- Family friendly measures and work-life balance;
- Health insurance coverage;
- Flexible working arrangements;
- Training and incentives for continuous development;
- Hybrid working;
- European work travel opportunities; and
- Opportunities for pursuing further studies including scholarships.



REQUIREMENTS

Besides an excellent level of written English and verbal communication skills, the successful candidate must have:

- Very good analytical, communication and presentation skills;
- Identify suitable and effective training and development courses for employees;
- Design, expand and manage training and development programmes based on the needs of the employee and the organisation, and produce training material for in-house courses;
- Plan and assess the 'return on investment' of any training or development programme, taking into consideration the costs of planned programmes and keeping within budgets;
- Develop an effective and efficient induction programme for new employees and interns;
- Monitor, review and evaluate the progress of trainees through questionnaires and discussions with managers, and prepare reports on subject-matter;
- Willingness to learn and engage, coupled with personal motivation.

Interested candidates should:

- Be in possession of an MQF Level 5 Diploma in a subject area related to Human Resources, Training & Development. Together with seven (7) years, or equivalent, of relevant experience together with seven (7) years, or equivalent, of relevant experience;
- OR
- Be in possession of an MQF Level 6 or higher qualification in a subject area related to Human Resources Management (candidates who have been approved for the award of an MQF Level 6 qualification or higher, who have not yet formally been conferred the qualification in question, will still be considered provided that candidates submit evidence of approval for the award).
- Demonstrate a good command of the English language, together with Maltese or any other official European language.

Prospective applicants are kindly requested to read and abide by the following [eligibility requirements](#).

HOW TO APPLY

A detailed job description can be obtained from the Head of Unit - Human Resources and Staff Development, at the NSO.

Interested applicants for this post are kindly requested to submit the following documentation:

- Updated Curriculum Vitae, cover letter and Official academic qualifications, including transcript of results;
- A filled in scanned document of the Malta Statistics Authority Consent Form, available from the following [link](#); and
- A recent clean police conduct (issued within the last 6 months).

Applications should be addressed to the Head of Human Resources, and sent by email to careers.nso@gov.mt, titled "Vacancy post for the position of Administration Officer 5 (Training & Development)" by not later than noon (12:00hrs) Central European Time (CET) of Friday 13 October 2023.