

## **EXECUTIVE**

(CORPORATE & HR)

**EXTERNAL CALL REF. NO.**  
CRP-2024-03

**JOBSPLUS PERMIT NUMBER**  
1183/2024

Date of Publication: 3<sup>rd</sup> January 2025

We are currently on the lookout for a full-time Executive to support our Corporate & HR team at Servizz.gov Agency. The selected candidate will be appointed on an indefinite contract basis and the starting annual basic salary attached to this position is €23,775 with annual increments.

## **SUBMISSION OF APPLICATION**

Interested candidates are to submit a letter of application together with their curriculum vitae and copies of their qualifications either via email on [hr.servizz@gov.mt](mailto:hr.servizz@gov.mt) or via conventional mail to the following address:

**Servizz.gov Head Office, The Victoria Centre, Level 2, Valletta Road, Mosta, MST 9012.**

## **NOTICE**

Applications will be accepted until **Friday 17<sup>th</sup> January 2025.**



## **THE ROLE**

The selected candidate will work closely with the Corporate & HR Department, providing essential administrative support, as well as ensuring accurate payroll processing, effective recruitment coordination, employee training facilitation and assistance with various corporate social responsibility initiatives. This role requires attention to detail, the ability to manage sensitive information with confidentiality, and the capability to collaborate with internal teams and external suppliers. The chosen candidate will work closely with and report to the Head and Manager overseeing HR functions.

The selected candidate is expected to be flexible and to respond to the different emerging needs of the Agency efficiently and effectively.

A detailed job description may be obtained by sending an email on [hr.servizz@gov.mt](mailto:hr.servizz@gov.mt).



## **QUALIFICATIONS & EXPERIENCE**

By the closing date of this call for applications, applicants interested in this role must be:

- In possession of at least (1) subject at Advanced Level and two (2) subjects at Intermediate Level;

OR

- In possession of six (6) subjects at Ordinary Level with good pass grades (1-5 or A-C) which must include English, Maltese and Mathematics, plus two (2) years relevant work experience preferably in the Human Resources and/or administration field;

AND

- Proficient in the Maltese and English languages.