

SENIOR EXECUTIVE (HUBS ADMINISTRATION & MAINTENANCE)

EXTERNAL CALL REF. NO.
CRP-2024-01

JOBSPLUS PERMIT NUMBER
850/2024

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We are currently on the lookout for a full-time Senior Executive to support our Corporate Department 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 €26,679 with annual increments. An annual performance bonus of up to €1,500 is also included in the financial package.

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 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 6th September 2024**.



THE ROLE

The selected candidate will collaborate closely with the Head (Corporate & HR) and/or his delegate, as well as other departmental members to oversee the general administration and maintenance of the Agency's regional and technical hubs. This role demands both hands-on involvement in routine maintenance tasks and effective coordination with the Agency's service providers and contractors for more comprehensive maintenance activities. A proactive approach is essential to ensure that all hubs operate efficiently and safely, in full compliance with government regulations and Agency policies. The role includes regular daily visits to the hubs, ensuring continuous oversight and prompt resolution of any maintenance or administrative issues that arise.

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.



QUALIFICATIONS & EXPERIENCE

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

- Ten (10) years of experience in general handyman duties, including but not limited to repairs, maintenance and general upkeep of facilities.
- Basic knowledge in handling minor electrical and plumbing issues.
- A valid Category B driving licence.
- Basic IT skills for reporting, communication, and managing maintenance schedules.
- Proficiency in both Maltese and English languages.

The selected candidate should be capable of performing physically demanding tasks, including lifting heavy objects, standing for extended periods, and working in various environments.

Moreover, the selected candidate must complete a First Aid Course within the first six (6) months of employment with the Agency.

Lastly, the selected candidate must be available for emergency maintenance outside regular working hours.