



## Executive (Standards)

External Call: S&O-2021-04

Jobsplus Permit Number: 527/2021

We are currently on the lookout for a full-time Executive to support the Standards Unit within the Standards & Operations Department of 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 €20,940 with annual increments.



### The Role

The Executive (Standards) shall be responsible for assisting in the drafting, implementation and reviewing of Standards for all servizz.gov channels. The selected candidate shall also be liaising with servizz.gov stakeholders in the development of standards policies and ensuring alignment with these standards. The Executive (Standards) shall process and support with requests for documentation and updates of procedures.

The role also entails that all the Agency's services meet quality standards by understanding customer expectations and needs, outlining quality standards, and developing transparent, concise processes as well as providing operational support where required.

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

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

- At least one (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 Maths, plus two (2) years relevant work experience preferably in a service-related operation.

Moreover, applicants must be proficient in the Maltese and English languages.

Applicants in possession of foreign qualifications are to produce with their application a recognition statement on comparability of qualifications issued by the Malta Further and Higher Education Authority (MFHEA).



### How to Apply

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, The Victoria Centre, Level 2, Valletta Road, Mosta, MST 9012.**

Original certificates are to be invariably produced for verification during the interview.



### Notice

Applications will be accepted until:  
**Friday 10<sup>th</sup> September 2021**