



# Manager (Data Protection & Administration)

External Call - CEO-2021-01

Jobsplus Permit Number: 301/2021

We are currently on the lookout for a full-time Manager to support servizz.gov's Data Protection and Administration functions within the Office of the Chief Executive Officer. The selected candidate will be appointed on an indefinite contract basis and the starting annual basic salary attached to this position is €26,830 with annual increments.



## The Role

Reporting directly to the Chief Executive Officer, the Manager shall be directly responsible for monitoring compliance with the GDPR and any other data protection legislation. Moreover, the selected candidate shall liaise with the Agency's Data Protection Officer in informing, advising, and issuing recommendations to the CEO (as the Agency's Data Controller) in issues relating to Data Protection.

The role also entails the management and supervision of the administration function within the Office of the CEO. In this regard, s/he shall prepare communications on behalf of the CEO, liaise with the senior management regarding important tasks and deadlines, and drafting and compiling reports and presentations for the CEO.

The Manager is expected to work in a dynamic environment with limited supervision and to quickly comprehend and act on changing priorities as applicable.

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:

- A recognised qualification at MQF Level 5 in Business Administration and/or Management or a related field of study, plus three (3) years relevant work experience **OR**
- A recognised qualification at MQF Level 6 in Business Administration and/or Management or a related field of study, plus one (1) year relevant work experience **AND**
- A recognised certification in Data Protection/GDPR.

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:  
**Wednesday 14<sup>th</sup> July 2021**