



## Manager (Operations)

External Call: S&O-2021-02

Jobsplus Permit Number: 374/2021

We are currently on the lookout for a full-time Manager to support the Operations Department within 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 €26,830 with annual increments.



### The Role

The selected candidate shall be directly responsible for the overall operations of servizz.gov's multiple service channels. S/he shall ensure that resources are in place to ensure efficient service delivery while developing, implementing, and reviewing operational policies and procedures. Moreover, the selected candidate shall liaise with the respective Line Ministries whose services are being provided through servizz.gov Agency.

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.

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 16<sup>th</sup> July 2021**