

CALL FOR APPLICATIONS TO FILL VACANCY FOR HR Administrative Officer

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to recruitment.pg@project.green

JOB DESCRIPTION & PROFILE

Title	HR Administrative Officer
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Job Description

Overview

About the People and Culture function:

The People and Culture Office is responsible for the overall planning, organisation, direction, and control of all HR matters required for the proper functioning of Project Green. Furthermore, this office is responsible for the fostering of a positive working environment, training and development, talent acquisition and retention, payroll and ensuring a secure, productive, and inclusive work environment.

About the Role:

As HR Administrative Officer, your tasks will include:

- Perform standard office procedures, including scheduling appointments, processing mail, answering phone calls, responding to routine inquiries, taking messages, and directing them accordingly.
- Organise, classify, and store records in both physical and electronic formats, ensuring compliance with Agency policies and legal requirements.
- File all documents, papers, letters, and records for quick and easy access and retrieval, maintaining and updating HR files.
- Utilise MS Office Suite and other internal IT systems to record and maintain accurate data, HR records, and any other related recording systems required.
- Assist the People and Culture Office with the implementation of tasks and strategies, including preparing reports, tracking the progress of assignments, and maintaining an orderly administrative environment.

- Manage the registration and distribution of incoming and outgoing correspondence, tracking document movements and supporting the retrieval of records for internal use.
- Provide clerical support to the People and Culture Office and other departments as required, ensuring a high standard of work and service throughout.
- Make proper and efficient use of office equipment, and assist in routine office tasks such as data entry and filing.
- Stay updated on Project Green's activities, and services to answer inquiries in a professional manner.
- Attend meetings and required training as necessary, and perform any other duties assigned by the Head of People Operations.

About You:

Project Green is looking for an HR Administrative Officer of the highest personal and professional integrity, principle, and knowledge, earning respect and support when making decisions and choices. The selected candidate needs to be a self-directed person with a strong work ethic and high expectations for performance.

The role requires the possession of a minimum of a diploma qualification (MQF Level 5) or higher as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC) in Business Management or a relevant field. You will also possess a minimum of one (1) year relevant work experience in a similar role.

If you do not have the necessary academic or professional qualifications but you have at least three (3) years working experience, we would still be interested to consider you.

Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on mfhea.mt under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage project.green.

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.