

## **CALL FOR APPLICATIONS TO FILL VACANCY FOR Field 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@projectgreen.mt](mailto:recruitment.pg@projectgreen.mt)

### **JOB DESCRIPTION & PROFILE**

Title	Foreman - Field Officer
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#### **Job Description**

##### Overview

##### About the Field Officer's Role:

Project Green is seeking an experienced Field Officer to oversee and report on-going projects from initialisation to completion. The ideal candidate will be responsible for reporting to their Project Manager's on ongoing works performed on-site, any risks observed and any foreseen issues affecting project delivery. A Field Officer is expected to have good communication with their superiors to ensure the successful delivery of projects within specified timeframes and budgets. The Field Officer will collaborate with internal teams, external consultants, contractors, and other stakeholders to achieve project goals and objectives. The Project Implementation team is composed of Project Managers and Field Officers.

##### About the Role:

As Field Officer, your tasks will include:

- Attend initial meetings on-site to understand project briefs, agreements, roles, involved stakeholders, budgets and timeframes.
- At implementation phase, attend on-site to monitor the progress and ensure that works are being carried out according to specifications and POW.
- Complete and send Daily Site Reports for each project in order to update Project Managers and keep records for Audit purposes.
- Follow up and raise any items which might hinder the project's progress.
- Follow up on the Programme of Works submitted by the Contractor and raise any matters prior to or when unforeseen delays arise.
- Monitor project progress and ensure adherence to set timelines and budgets.
- Collect necessary certifications and ensure that the relevant forms and clearances are in hand for project initiation.
- Ability to follow up and report on multiple projects simultaneously.

- Co-ordinate and setup meetings with relevant stakeholders, if necessary.
- Communicate effectively with relevant departments within Project Green.
- Ensure that the works are executed to the specifications of the Works Contract and within the works schedules.
- Ensure that there are no damages or negative effects on third party property arising from construction works.
- Follow and implement Health and Safety procedures on-site.

### About You:

Project Green is looking for a Field 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 have good communication skills, be a self-directed person with a strong work ethic and high expectations for performance; a person leading by example and sets strong professional and personal standards for every activity.

This role requires prior local experience either as a site foreman or in project management or as a leading hand in the Civil, Building & Finishes sector. Experience in the Civil, Building & Finishes sector is considered as an asset. The selected candidate should possess a minimum of three (3) years relevant work experience in a similar role and a valid Driving Licence Category B. Furthermore, the Field Officer must be able to read project design drawings and technical specifications and must be able to prepare reports including briefs and photos.

### 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](http://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 [projectgreen.mt](http://projectgreen.mt).

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.