

Position of Officer (Human Resources)

Nomenclatures denoting the male gender include also the female and any other gender.

1. Introduction

The Chief Executive Officer of Aquatic Resources Malta invites interested individuals to apply for the vacant position of Officer within the Agency.

The Officer will provide support in the execution of tasks within the Human Resources and Finance Department, reporting to the Chief Executive Officer and/or his delegate.

The Officer may be required to work under pressure and unsupervised.

2. Duration of Assignment and Conditions

The position of Officer is a full-time position, on an indefinite contract basis, and subject to a probation period of twelve (12) months.

3. Duties

The responsibilities and duties of the Officer may include inter alia:

Responsibilities:

- i) Leadership:
 - Assist senior management in the coordination of departmental activities.
- ii) People Management:
 - Coordinate and assist in leading junior team members to ensure timely completion of tasks.



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iii) Operational Management:

- Execute administrative tasks according to established procedures.
- Ensure compliance with organizational policies and guidelines.
- Maintain accurate records and documentation.

iv) Technical Management:

- Utilize office software and equipment to perform administrative duties.
- Assist in the maintenance of departmental databases and files.
- Provide technical support to departmental staff as required.

Specific Duties:

v) Administrative Support:

- Provide administrative support to Senior management, including scheduling appointments, managing correspondence, and organizing meetings.
- Prepare and distribute departmental reports, presentations, and documents.
- Maintain accurate records of departmental activities and transactions.

vi) Data Entry and Record Keeping:

- Enter data into departmental databases and systems accurately and efficiently.
- Maintain electronic and hardcopy records, ensuring they are organized and up to date.
- Retrieve information from databases and files as requested.

vii) Communication and Correspondence:

- Manage incoming and outgoing communications, including phone calls, emails, and mail.
- Respond to routine inquiries and requests for information.
- Draft and proofread correspondence, reports, and other documents.



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viii) Meeting and Event Coordination:

- Schedule and coordinate meetings, appointments, and events for departmental staff.
- Prepare meeting agendas and materials and distribute them to attendees.
- Arrange for meeting facilities, equipment, and catering as needed.

ix) Specialization:

- Provides administrative and operational support to Management in the implementation, monitoring, and coordination of delegated human resource functions, ensuring full compliance with central government policies, agencies policies, regulations, and approved HR frameworks applicable to the Agency.
- Assists in conducting regular compliance checks to ensure adherence to approved HR policies, procedures, and practices, and follows up on the timely implementation of corrective actions where non-compliance is identified.
- Assists Senior Management in aligning human resource activities with the Agency's strategic and operational objectives, contributes to Training Needs Analyses, and provides administrative support to organisational change and development initiatives.
- Manages the accurate collection, maintenance, and updating of human resource data and employee records using approved corporate HR information systems (including Indigo or other designated systems) for data entry, enquiries, and reporting purposes.
- Assist in the payroll process.
- Coordinates and follows up with Heads of Units to ensure the timely completion and submission of performance appraisals and other deadlines and takes appropriate action, with senior management, to address outstanding or overdue deadlines in line with prescribed timelines.
- Supports recruitment and resourcing processes in line with Directive 7.
- Ensure knowledge of the Public Service Management Code and its respective manuals.
- Coordinates onboarding and orientation processes for new employees.



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- Carries out reporting obligations for the agency,

Any other duties that may be assigned by the Chief Executive Officer and/or his delegate.

4. Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants need to be:

- a. citizens of Malta; or
- b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
- e. third-country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18 (3) thereof, together with family members of such third-country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”; **or**
- f. in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Agency should be sought as necessary in the interpretation of the above provisions.



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The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

4.2 Furthermore by the closing time and date of this call for applications, applicants must possess:

- i. A recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regards to programmes commencing as from October 2003) in Human Resource Management, Public Administration, Industrial Relations, Psychology or Business Administration or any other comparable professional qualification;

or

- ii. A recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Human Resource Management, Public Administration, Industrial Relations, Psychology or Business Administration or a comparable professional qualification with five (5) years relevant work experience.

5. Submission of documentation

For full consideration of applications, candidates are required to submit the following documentation:

- A detailed Curriculum Vitae (CV);
- Copies of all relevant certificates/transcripts for academic qualifications, and/or testimonials substantiating experience claimed;
- An MQRIC recognition statement for any qualification obtained from a non-local education institution (i.e. qualifications awarded from educational institutions outside Malta). Such recognition statements are issued by the Malta Further and Higher Education Authority; and,
- A copy of a valid residence and/or work permit, where applicable.

Applications that do not include all the required documentation by the specified deadline will not be considered.

Original certificates and/or testimonials are to be produced for verification at the interview.



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6. Selection procedure

Eligible applicants will be interviewed by the Interviewing Board to determine their suitability for the position.

Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 and 4.2, have proven relevant work experience in human resources in the public service or sector.

7. Salary

The gross salary for the position of Officer is €28,716 per annum for 2026 and is a Grade 2 position within the Aquatic Resources Malta salary structure. Grade 2 also carries an all-inclusive communication allowance of €500 per annum, a €750 ARM allowance per annum and an up to 10% of basic salary as Performance Bonus per annum.

8. Submission of applicants

A detailed C.V. together with the relevant documentation indicated under Section 5 of this call are to reach the **Chief Executive Officer** by not later than **noon** (Central European time) **31st July 2026**. Submissions may be done electronically at hrvacancies.arm@gov.mt.

Incomplete applications and/or applications that are received after the closing date and time (i.e. late applications) will not be considered.


Dr Francis Fabri
Chief Executive Officer

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