



VACANT POSITION JOBSPLUS 330/2017

Human Resources Manager

Contract: Definite - 36 months

Hours of Work: Minimum 40 Hours per week

Qualifications: (a) In possession of a recognized Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2008) in relevant areas such as Finance, Administration, Human Resources and Management or a comparable professional qualification, plus one (1) year relevant work experience;

OR

(b) In possession of a recognized Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent, with regard to programmes commencing as from October 2003) in relevant areas such as Finance, Administration, Human Resources and Management or a comparable professional qualification, plus three (3) years relevant work experience.

Experience:

- Recognised competence and experience in the domain of Human Resources;
- A thoroughgoing knowledge about policies and strategies of the Ministry of Education and Employment and NCFHE documentation;
- Knowledge of regulations, structures and practices pertaining to the organisation of courses and logistics pertaining to this;
- Fluent in Maltese and English written and spoken;
- Digitally literate.

Salary: €23,600 with annual increments of €596 up to a maximum of €28,604 and a Performance bonus of up to 5% and a disturbance allowance of up to 5%.

Job Description:

The roles and responsibilities of the Human Resources Manager include but are not limited to

- a. Assisting in the preparation and delivery of the Institute's strategic and business plans to achieve the Institute's objectives while monitoring the strategic and operational plans of the Institute within approved budgets;
- b. Using recruitment and interviewing skills to identify staff vacancies and select candidates for open positions;

- c. Developing procedures including all regulations pertaining to the area of HR required for the efficient implementation of high quality professional development by the Institute for Education;
- d. Promoting healthy relationships between staff and management through mediation, handling labour disputes and guiding department managers through employee issues;
- e. Conducting employee training and orientation, administer a benefits programme, analyse compensation and other competitive data and prepare budgets;
- f. Maintaining administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities;
- g. Accomplishing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures;
- h. Providing supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules;
- i. Providing communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices;
- j. Completing special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results;
- k. Providing historical reference by developing and utilizing filing and retrieval systems;
- l. Improving programme and service quality by devising new applications; updating procedures; evaluating system results with users;
- m. Achieving financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analysing variances;
- n. Maintaining continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs;
- o. Maintaining professional and technical knowledge by attending educational workshops, benchmarking professional standards; reviewing professional publications; establishing personal networks;
- p. Contributing to team effort by accomplishing related results as needed;
- q. Reporting to the Chief Executive Officer and Senior Manager Administration and Finance regarding HR costs and activities;
- r. Mitigating risk by keeping organisations compliant with local labour laws and regulations while staying on top of all applicable labour legislation, as well as the shifting needs of the employers and employees;

- s. Supervising staff, payroll, wellness plans, recruitment and placement specialists and training and development personnel;
- t. Collecting and analyse employee data and maintain accurate and complete employee records;
- u. Implementing the recommendations included in internal and external quality assurance audits;
- v. Promoting a quality culture among IfE staff while building capacity on administration and finance among staff;
- w. Seeking standardisation and simplification in all procedures related to the Institute;
- x. Handling sensitive and confidential information appropriately and with discretion and statistics pertaining to Human Resources;
- y. Maintaining contact with the Chief Executive Officer by giving regular updates on the activities related to quality assurance and make proposals that enable the Institute to achieve better performance and improve accountability;
- z. Managing other responsibilities as may, from time to time, be assigned by the Board and advise the Chief Executive Officer on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient.

Interested applicants are requested to submit their CVs including their ID number and a true copy of their qualifications by not later than the 16th July 2017 via email on ife@ilearn.edu.mt.