

CALL FOR APPLICATIONS TO FILL VACANCY FOR Chief Officer – People and Culture

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

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| Title | Chief Officer – People and Culture |
| Department | People and Culture |
| Reports to | Chief Executive Officer |
| Grade | 2 |

Job Description

Overview

About the People and Culture Office:

The People and Culture Office is responsible for the overall planning, organisation and strategic direction of the human resources function of Project Green. Furthermore, this office is responsible for the fostering of a positive and productive working environment, ensuring the continuous development of staff, team dynamics and the highest standards of performance.

About the Role:

As Chief Officer – People and Culture, your tasks will include:

- Continuously ensure that human resources capacity is adequate and provide support to the management in capacity building initiatives;
- Advise management on people and culture issues;
- Ensure that recruitment processes are managed efficiently and effectively;
- Ensuring that policies and procedures of the People and Culture Office are in place, well communicated and adhered to by all employees;
- Take ownership of HR strategic planning and budgeting ensuring adequate cover for all the planned activities and initiatives including contingencies based on the corporate needs of the Agency;
- Facilities management including health and safety policies and procedures;
- Training and development of staff;
- Develop and implement a new performance-based management system for staff and management;
- Employer branding including staff retention and development.

About You:

Project Green is looking for a Chief Officer – People and Culture of the highest personal and professional integrity, principle, and knowledge.

The Chief Officer – People and Culture needs to have:

- Strong leadership, team building and people management skills, highly organised, rational and able to make quick decisions,
- Excellent communication and interpersonal skills, with the ability to effectively collaborate with diverse stakeholders and influence decision-making,
- A positive attitude and able to challenge objectively, ability to meet deadlines, influence, persuade and negotiate.

The role requires the possession of a minimum of bachelor's degree (MQF Level 6) in Human Resource Management, or a related field as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC). You will also possess a minimum of five (5) years relevant work experience in a similar role.

If you do not have the necessary academic or professional qualifications but you have at least eight (8) 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.