



Vacancy Notice

Title of Function:	Head – CEO’s Office
Internal Reference Number:	BCA/VAC/18/2024
Jobs Plus Reference Number:	857/2024
Reports to:	Senior Head
Pay Grade:	Top Management Salary Structure – Head

The Building and Construction Authority (BCA) was established through the Building and Construction Act of 2021. The BCA is responsible for safeguarding third parties and safe working practices by ensuring that core aspects of a building’s life cycle are developed effectively and follow up-to-date regulations applied in a controlled environment. The BCA is also responsible for spearheading the creation of a construction eco-system and embracing good governance, as well as developing policies and tailor-made practices that support networking platforms promoting compliant and sustainable buildings.

Mission

The BCA’s mission is to ascertain that the core aspects of a building’s life cycle are executed through the generation of up-to-date regulations implemented effectively and efficiently in a controlled environment.

Furthermore, the BCA spearheads the creation of a construction-related eco-system embracing good governance, policies and tailor-made practices that support networking platforms promoting compliant and Sustainable Buildings.

Vision

The BCA’s vision is to maximize the value-added and sustainability of building regulations by leveraging core competencies based on efficient compliance practices and customer service excellence.

By promoting a qualitative evolving local construction-related fabric, the BCA wants to ensure that contractors and developers become an intrinsic part of the dynamic market which embraces change.



Job Description

Head CEO's Office within the Building & Construction Authority is responsible to ensure that objectives and targets set out in the Authority business and financial Plans are achieved, to develop processes & procedures, and to manage and schedule the workload of the team to obtain maximum effectiveness.

Duties & Goals

- Manage, control, and direct the activities of the CEO Office to ensure that objectives and targets set out in the Authority business and financial Plans are achieved.
- Develop processes, procedures, and practices for the operation of the team and ensure successful implementation through appropriate monitoring and quality control.
- Promote and sustain a service culture which meets KPIs and hold regular contact with the major stakeholders.
- To create informal structures to assist the mission of the Authority.
- Recommend operational changes to the management, with subsequent implementation and monitoring. Also, to advise re technical, policy, procedural and other issues related to the Teams under the direct remit and the resource requirements to ensure that the Authority achieves its Business Plan objectives and targets.
- Develop and implement mechanisms for continuous monitoring of team performance taking the necessary action to improve their effectiveness and efficiency, whilst ensuring that the appropriate quantitative and qualitative targets are attained.
- Plan, manage and schedule the workload of the team to obtain maximum effectiveness whilst ensuring good motivation and the maintenance of good quality standards.
- Liaise as required with other departments within the Authority and with internal/external Stakeholders.
- Organise, prepare, and liaise with the stakeholders in replies to relevant parliamentary questions and reports for submission to the management.
- Prepare reports and recommendations on amendments to current legislation in conjunction with the management.
- Represent the Authority at the Courts of Law and at various internal and/or external meetings locally and abroad including the necessary preparations accordingly.

Consultation

- Consults with the Senior Head and/or other designated officer according to the exigencies when dealing with issues that are of a sensitive nature and/or of strategic importance.



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Self-Improvement

- Keeps up to date with the latest developments within the BCA.
- Is supportive of the changes that are required to maintain a smooth transition of all improvement of systems that need to be implemented.
- Enhances department and organization reputation by accepting ownership for tasks, while seeking to add value to job accomplishments.
- High Supervisory Skills.
- High Personal Development.

Working Conditions

- May be required to work outside office hours in crisis situations and/or to meet deadlines.

Qualifications & Experience

<ul style="list-style-type: none"> • Having a recognised Masters degree at MQF Level 7 or higher and at least two (2) years' work experience within an office environment. 	Mandatory
Or	
<ul style="list-style-type: none"> • Having a recognised Bachelor's degree at MQF Level 6 and at least four (4) years' work experience within an office environment. 	Mandatory
And	
<ul style="list-style-type: none"> • Having an IT Office Application Skills competence such as ECDL, Microsoft and other related applications. 	Mandatory
<ul style="list-style-type: none"> • Other certifications relevant to the post. 	Non-Mandatory
<ul style="list-style-type: none"> • Preferably with a working experience in a hands-on office environment within the construction industry. 	Non-Mandatory

Disclaimer: This job description describes the general nature and level of work to be performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities etc. These are subject to change according to the exigencies of the entity.



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Skills

Effective written and spoken communication skills in Maltese and English.	High
Excellent interpersonal skills with an ability to build effective working relationships with internal and external stakeholders.	High
Be extremely organized, and in recognizing issues and finding solutions.	High
Dependability and demonstrating a professional conduct.	High
Ability to work as part of a team.	High
Ability to multi-task under tight deadlines and prioritize daily workload.	High
Exemplary planning and time management skills.	High
Attention to detail and accuracy.	High
Discretion with confidential information.	High

Recruitment Process

Application Procedure

Interested applicants are invited to send the following documents on recruitment.bca@bca.org.mt by the stipulated deadline:

- Covering Letter
- Detailed Resume inc. copy of original certificates
- *Recent Police Conduct (*dated not older than one month from the date of application*)
- Signed Annex 1 Declaration attached to the Vacancy Notice below

Documents can also be submitted by postal mail or by hand using the below provided address:

Building & Construction Authority, Spencer Hill, The Exchange, Il-Marsa, MRS 1982

Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect, incomplete or missing documents.

Applicants are strongly advised not to wait until the date of the deadline to submit their application. BCA will not be held responsible for any delays in the submission of applications due to technical difficulties or/and other factors that may arise.

Incomplete applications will be disqualified and treated as non-eligible. If a candidate is found to have provided false information at any stage of the selection procedure, the authority is within its capacity to disqualify the candidate in question.

** The Police Conduct Certificate is expected to be delivered within five working days when ordered online.*



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Identifying Eligible Candidates

After the deadline for submission of applications, the appointed Selection Committee will verify the applications against the eligibility criteria as described in the “Qualifications & Experience” section.

The Selection Committee reserves the right to establish a shortlist of the most suitable candidates to be invited for an interview and/or other tests required for this position.

The Selection Committee may ask for clarifications and further documents including an original or certified copy of certificates.

Evaluation during Interviewing Process

Candidates invited to the interviewing process will be assessed on the following criteria relevant to the post:

- Top Management & Leadership Skills
- Experience / Position related requirements
- Qualifications
- Personal Skills and Qualities
- Personal Attributes
- Suitability

Conditions of Employment

The successful candidate, upon recommendation of the Selection Committee, following the selection procedure, will be recruited on a three (3) year definite Contract.

Conditions of Employment as included to the Employment Law, BCA Collective Agreement and other BCA Policies applies to this position.

Data Protection

The purpose of processing of the data submitted is solely to manage the application of the candidate in view of a possible selection and recruitment at the BCA.

All data will be kept in strict confidentiality by the Human Resources Department and retained according to the Data Protection Act. After the established retention periods all data will be destroyed.



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Annex 1

Declaration

I, _____ with I.D. No. _____ declare that:

I am not benefitting and have not benefitted from Early Retirement or Voluntary Retirement Schemes that were offered to former Air Malta employees.

Signature: _____

Name: _____

ID Num: _____

Date: _____