



Vacancy Notice

Title of Function:	Administrative Officer
Internal Reference Number:	BCA/VAC/10/2024
Jobs Plus Reference Number:	958/2024
Reports to:	Head of Department
Pay Grade:	Collective Agreement Salary Structure – Grade E

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

- **An Administrative Officer is responsible to obtain maximum effectiveness of the section's related workload, supports any corrective measures and participates in the provision of a service of excellence to promote culture of excellence in the authority.**

Duties & Goals

- Strive to obtain maximum effectiveness of the section's related workload.
- Supports any corrective measures required by the management and other parties involved.
- Participates in the operational functions of the respective department.
- Supports and actively participates in the provision of a service of excellence to both employees and clients and to promote culture of excellence in the authority.
- To assist in the generating of various reports and working plans as instructed by the management.
- To assist in the preparation of replies to relevant parliamentary questions and any other data requested from time-to-time.
- Support in the collations of data and records by maintaining a filing and retrieval system including the keeping of past and current records as required.
- Work closely with other members of the team on all matters related to the business of the Authority.
- The ability to supervise junior staff.
- Works on any required data in case of negotiations with third parties.
- Disseminates information to all employees using all means as required.
- Coordinate meetings when and as required.

Consultation

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

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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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.
- Supervisory Skills.
- 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 pass (Minimum Grade 5 / Grade E, or a comparable level) in two (2) subjects at MQF Level 4 or higher. 	Mandatory
<p>Or</p>	
<ul style="list-style-type: none"> • Having a pass (Minimum Grade 5 / Grade C, or a comparable level) in three (3) subjects at MQF Level 3 or higher, and at least one (1) year' work experience within an office environment. 	Mandatory
<p>Or</p>	
<ul style="list-style-type: none"> • Having a school leaving certificate, and at least two (2) years' work experience within an office environment. 	Mandatory
<p>And</p>	
<ul style="list-style-type: none"> • Having an IT Office Application Skills competence such as ECDL, Microsoft and other related applications. 	Mandatory



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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
- *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.*



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:

- 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 an Indefinite 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: _____