

## Assistant Officer (Human Resources)

### Job Entry Requirements

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#### **Qualifications & Experience**

- Bachelor's Degree [MQF Level 6] with a minimum total of 180 ECTS credits in Human Resources Management, Social Science, Psychology, Work and Human Resources, Social Policy, Social Work, or comparable qualification as recognized by MFHAE.
- Alternatively in case of no first degree, a Master's Degree [MQF Level 7] with a minimum total of 90 ECTS credits in Human Resources Management, Social Science, Psychology, Work and Human Resources, Social Policy, Social Work or comparable qualification as recognized by MFHAE.
- This job specification requires the candidate to be able to communicate effectively both verbally and in writing in Maltese, therefore a minimum 'O' Level in Maltese is required.

#### **Personal Skills**

- Interpersonal Skills;
- Leadership skills;
- Communication skills;
- Methodological skills.

#### **Attributes**

- Reliability & trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player.

#### **Organisational Skills**

- Administration;
- Research and analysis;
- Coordination;
- Time management;
- Negotiation.

  
Daniel Cilia  
Director  
Corporate Services