

POST OF HEAD (OPERATIONS – LICENSING & REGISTRATIONS) AT THE PROPERTY MARKET AGENCY

Nomenclatures denoting the male gender include also the female gender

Jobsplus **Permit 712/2025**

1. The Executive Head of the Property Market Agency invites applications for the post of Head (Operations – Licensing & Registrations) at the Property Market Agency
2. Terms and Conditions
 - a. The selected candidate will be engaged on a 4 years definite contract with the Property Market Agency
 - b. This appointment is subject to a probational period of twelve (12) months.
 - c. The salary for the post of Head (Operations – Licensing & Registrations) is Forty Three Thousand Euro (€43,000).
 - d. The appointee will be entitled to:
 - i. Property Market Allowance of Four Thousand and Five Hundred Euro (€4,500)
 - ii. Car Allowance of Four Thousand Six Hundred and Fifty-Eight Euro (€4,658),
 - iii. Telephone / mobile allowance of One Thousand Six Hundred Euro (€1,600),
 - iv. Continuous Professional Development Allowance of One Thousand, One Hundred and Sixty-Five Euro (€1,165),
 - v. Expense Allowance of Six Thousand Euro (€6,000) and
 - vi. 15% Performance Bonus
 - e. The appointee must ensure that s/he operates within the framework of the Code of Ethics under Chapter 595 of the Public Administration Act, and will not carry any form of work outside of this employment which may be against the interest of the Property Market Agency and / or which may lead to conflict of interest or interfere with the performance of his/her official duties with the Property Market Agency. Private work invariably necessitates the permission of the Executive Head.

3. Duties & Responsibilities

The applicant will be tasked with the development and implementation of a comprehensive strategic plan for the Operations Licensing and Registrations Section, in full compliance with the provisions of the Property Market Agency Act (Cap. 644) and in alignment with the strategic objectives of the Property Market Agency (PMA). This role demands a deep understanding of the Agency's statutory obligations, as well as the strategic direction set forth by the Executive Head and the Board of the PMA. Additionally, the applicant will be responsible for formulating and executing procedures, as well as allocating resources, to ensure that these obligations are fulfilled in the most efficient and effective manner.

General Responsibilities:

- i. Is committed towards disseminating an ongoing service of excellence founded on the four-pillar framework by giving a voice to all its customers, designing policies that address their needs and delivering a timely quality service sustained by accountability’;
- ii. Is bound to valuing and empowering the team to deliver a service of excellence to all customers forged on commitment to quality standards, integrity, respect, loyalty, trust, quality, impartiality and non-discrimination;
- iii. Aims at being an excellent People Manager with an ability to influence and motivate, whilst supporting the Executive Head in all areas related to People;
- iv. Participates in the planning of people resources by assessing needs gaps, succession plans and development and training needs of staff;
- v. Encourages and ensures good vertical and horizontal communication using an empathic approach to deal with the team members, whilst ensuring that each member of the team feels supported at all times and managing conflict;
- vi. Treats each subordinate equitably whilst maintaining a fair distribution of work and empowering each member of the team;
- vii. Ensures the timely delivery of objectives through clear communication of delivery periods with set milestones, clear targets and goals;
- viii. Has an ability to assess risks that may hinder timely results and in this respect be prepared and flexible to adopt contingency plans to impede failure;
- ix. Ensures adherence to Directive 8 and Directive 4 as required of the organization;
- x. Is committed to act as a role model for others and prepared to go the extra mile for the good of the Institute;
- xi. Has good decision making skills and is able to recommend decisions required, based on a systematic assessment of impacts and consequences, as a fundamental function of the position;
- xii. Has a marked aptitude towards change and innovation and manages change with the aim to enhance the provision of a service of excellence in line with the Government Strategy;
- xiii. Is an effective change agent who ensures the smooth transition of all improvement of systems that need to be implemented.

Technical / Position Specific Responsibilities

- i. Is responsible for the management of the Operations Licensing and Registrations Section in accordance to Chapter 644 of the Laws of Malta and in line with the strategic objectives of the PMA;
- ii. Provides advice on issues emerging from compliance matters, in particular to any irregularities;

- iii. Presents compliance reports, discusses and provides guidance on any corrective measures and ensures implementation;
- iv. Monitors closely and regularly the internal control standards and risk management approaches;
- v. Prepares status reviews and assessments on risk management and internal controls;
- vi. Proposes recommendations to reorganise resources and procedures so that statutory obligations, as well as the strategic direction set forth by the Executive Head and the Board of the PMA are met in a more efficient and effective manner;
- vii. Ensures that reports prepared are vetted and subsequently submitted in a timely manner;
- viii. Provides support and ensures regular updating of databases relating to compliance;
- ix. Carries out checks and verifications according to instructions received and applicable regulations and procedures;
- x. Provide strategic direction, leadership and coordination with various key stakeholders, ensuring alignment with organisational goals;
- xi. Represents the Property Market Agency in meetings and fora as may be required;
- xii. Carries out responsibilities as delegated by the Executive Head of the Property Market Agency.

4. Eligibility

1 By the closing time and date of this call for applications, applicants must be:

- (i)
 - a. citizens of Malta; **or**
 - b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
 - c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
 - d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
 - e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third

country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”; **or**

- f. in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

(ii) Proficient to communicate verbally and non-verbally in Maltese **and** English language;

AND

(iii) in possession of a recognized Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in Business Administration or Project Management or Management or Public Policy or Public Administration or Public Management or Business Studies or Accountancy or Auditing or Criminology or Risk Management or , Leadership and Change Management or Lean Enterprise or Business Enterprise or Economics or in relevant areas as determined by Management.

*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

AND

With four (4) years management experience, two (2) of which shall be in a senior management position or any other management experience that may be considered by the Administration, which experience must be duly sustained with relevant evidence.

or

in possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent*) in Business or Project Management or Management or Public Policy or Public Administration or Public Management or Business Studies or Accountancy or Auditing or Criminology or Risk Management or, Leadership and Change Management or Lean Enterprise or Business Enterprise or in relevant areas as determined by Management.

AND

With six (6) years management experience, four (4) of which shall be in a senior management position or any other management experience that may be considered by the Administration, which experience must be duly sustained with relevant evidence.

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- (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.
- (ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.
- (iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF level, by the closing time and date of the call for applications.

3 Candidates who have not yet formally obtained or are not yet approved for the qualification specified in paragraphs 1 (iii) will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification within one year of their appointment date. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

4 Applicants must be of conduct which is appropriate to the post applied for. Applicants must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application.

5. Submission of Applications

Qualifications and experience claimed must be supported by certificates and /or testimonials, scanned copies of which should be attached to the application. Original certificates to be presented upon interview.

Applications together with a detailed curriculum vitae showing qualifications and experience, will be received by email on careers.pma@pma.mt by not later than **Monday 4th August 2025**.

Late applications will not be considered.