

The Foundation for Medical Services is seeking to recruit **HR Administrator** who shall form part of the Foundation for Medical Services Team.

**Jobsplus Permit Number: 466/2025**

### **HR Administrator**

**Position: HR Administrator**

**Reports to: Head of HR FMS / FMS CEO or their named delegate/s**

#### **Main objectives of the position**

The main role of the Human Resources Administrator is to support the HR Department in its day-to-day duties and administrative tasks. The HR Administrator will be required to keep the HR Office up to date and together with the rest of team, support HR initiatives, policies and procedures.

#### **Main duties and responsibilities:**

- Constantly keeping employee records updated by filing correspondence in personal files;
- Assist the HR team in the recruitment process by printing and vetting CVs, setting interview meetings, drafting and sending selection board appointment letters, compiling reports, constantly updating the recruitment files and carry out any other tasks related to recruitment as requested;
- Organise, maintain and update employee information as required including constantly updating the online Jobsplus portal with Engagement and Termination forms of FMS Employees;
- Assist the HR Department in drafting various contracts;
- Assist in compiling various HR lists as requested by the Head of HR and the HR team;
- Compile monthly reports to be sent to OPM and ODPM;
- Work towards fostering positive employee relations and seeks to solve any employee issues which may arise or are brought to his/her attention. When such issues are beyond the HR Administrator's remit, he/she is expected to seek the advice of the other HR team members or that of the Head of HR;
- Take minutes during meetings and document these minutes in a clear and consistent manner for any future reference;

- Opening new files for the HR Department and keep track of these files on Sharepoint;
- Draft letters, Memos and E-mails to staff as necessary;
- Assist in administering and monitoring of annual vacation leave, sick leave or any other leave requests;
- Assist the HR team in organising internal and external events including recreational events, training and teambuilding activities;
- Schedule meetings on Outlook calendar as necessary;
- Answering telephone calls and taking any messages as required;
- Build a positive relationship with other FMS Departments and with other Government departments so that HR processes and communication between departments is facilitated;
- Constantly updating the various databases of the HR department in order to ensure that information is accurate, consistent and up to date;
- Be familiar with the FMS' Standard Operating Procedures (SOPs) and any other agreements, manuals and procedures which are applicable to the FMS in order to be able to provide information to employees when and if necessary;
- Actively participate in discussions with the other members of the HR Department in order to come up with new HR initiatives, policies and procedures;
- Handle all employee issues in a discreet and confidential manner. Immediately filing sensitive correspondence and information and ensuring that files are always kept under lock and key;
- Perform any other duties which may be required from time to time.

## **Qualifications and Experience**

- In possession of a qualification at MQF Level 4 in Business Administration or a related and relevant area

OR

- In possession of a qualification at MQF Level 3 in Business Administration or a related and relevant area and a minimum of two (2) years of proven work experience, carrying out administrative and clerical duties in an office environment.

OR

- In possession of at least five (5) years of proven work experience, carrying out administrative and clerical duties in an office environment.

AND

- Fluent in the Maltese and English languages (both written and oral)
- In possession of the ECDL Certificate

In addition, during the interview, candidates will also be assessed for the following competencies:

- Strong administration skills;
- A high level of confidentiality;
- Excellent interpersonal skills;
- Strong communication skills, both written and verbal;
- The flexibility and willingness to learn;
- The ability to work as part of a team;
- The ability to work accurately, with attention to detail.

## **Type of Contract and Salary Range:**

Contract Type: Indefinite contract with 6 months probationary period

Salary: An attractive salary package is being offered with this position

**Interested persons are to submit their application together with the below documents:**

- Application Letter
- An updated C.V.
- Two reference letters from previous employers
- Police Conduct Certificate (obtained within the last six months)
- Copy of the relevant qualification certificates. (*Applicants in possession of a foreign qualification need to submit a recognition statement from the Malta Qualifications Recognition Information Centre*)

Interested persons are to submit their application to The Head of Human Resources, Foundation for Medical Services, Gattard House, 3<sup>rd</sup> Floor, National Road, Blata l-Bajda HMR 9010 or via email on [fmshr@gov.mt](mailto:fmshr@gov.mt)

**Applications should reach the HR Department by not later than the 24<sup>th</sup> July 2026.**