

## Job Opportunities



Position Title	MLSP Technical Administrator
Location	Malta Life Sciences Park (MLSP)
Team	MLSP
Salary Scale	A3
Reporting Relationship	The post holder will report directly to the Team Leader and/or Delegate

### Job Description

Overall purpose of position is the performance of administrative duties in relation to Technical works and Management systems at the Malta Life Sciences Park as well as the possibility of back office clerical duties, as needed.

### Duties / Responsibilities

The holder of this position is to undertake the following operational assistance duties that include but are not limited to:

- Maintaining records and relevant documentation related to the MLSP Maintenance programs and MLSP Management systems.
- Preparation of excel sheets, reports and presentations, as necessary.
- Preparation of procurement documents in line with procurement procedures.
- Liaising pro-actively with tenants, third-party contractors and relevant departments to check that tenant works are performed in-line with agreed works notification forms and that any snags identified are followed up and closed off in a timely manner.
- Preparation of work order forms as necessary to ensure identified repairs or maintenance requests are followed up.
- Preparation of maintenance schedules
- Assisting with the investigation and documentation of alarm events and safety incidents and following up on corrective actions.

- Assisting with the performance of fire drills and the preparation of relevant reports.
- Performing routine safety related checks and completion of relevant checklists. To ensure that first aid supplies are readily available.
- Assist the MLSP technical personnel.... (to accompany contractors to area of works/ checks on third-party contractors etc)
- General administrative tasks as required.

#### Other duties

- As may be assigned

#### Self-Improvement

- Ensures to be well informed and up-to-date on technical requirements of the specific position responsibilities

#### Supervision Received

- Broad direction from immediate supervisor

#### Working Conditions

- Currently works are requested to be performed during normal office hours however the position may be required to work on a shift basis at a future date

#### Values

##### Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

##### Creativity

Develop an open and creative mind-set that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders
- Reduce unnecessary bureaucracy
- Automate internal procedures

##### Customer-Centricity

Adopting a client centric mind-set whilst being committed to our Client's success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

### Behavioural Dimensions

The postholder role requires the post holder to be comfortable handling routine or repetitive work at a steady pace and to deliver reliable, consistent performance as well as the creation of harmonious relationships.

### Work Aptitudes

- Practical and Mechanical
- Orderly and Efficient
- Investigative and Analytical

### Minimum Requirements

- Diploma in business management or in a technical, health and safety, or relevant field and one year relevant work experience OR
- Be in possession of MQF Level 3 and 3 years related work experience; and
- Proficient in Microsoft office applications including Word and Excel; and
- Proficient in written and spoken English and Maltese.