

The **Foundation for Medical Services** is seeking to recruit a **Payroll & HR Coordinator** to join its team.

Jobsplus Permit Number: 452/2021

Job Description

Title: Payroll and HR Coordinator FMS

Reports To: Head of HR & liaising with the Financial Controller FMS

The Payroll and HR Coordinator will be managing the payroll processes within FMS in a timely manner and according to all legal requirements and perform the day-to-day functions of the HR department.

Reporting to the Head of HR FMS and liaising with the Financial Controller for the purpose of review and timely payment of payroll

Some of the duties are as follows:

- Effectively co-ordinate and perform the Payroll function, and ensuring that standard payroll guidelines are documented;
- Ensure that payments made are in line with legal requirements (i.e. employment & IRD regulations); and established company work conditions (such as, collective agreements/memorandum of understanding; management/specialist policy; salary structures as per company policy);
- Maintain up-to-date records on employee employment & payroll information;
- Assisting employees and management in adhering with HR policies, procedures and payroll deadlines;
- Processing payroll adjustments related to employees' remuneration by the end of each payroll;
- Ensure payroll and any other reporting are processed in a timely and accurate manner;
- Compiling HR and Payroll related reports (internal use and external entities), Time and Attendance Reports, reconciliations and other statistical reports;
- Compiling and analysing statistical reports required by HR / FMS Management and/or external entities;
- Maintaining up-to-date the DAKAR Absence management system and updating relevant databases
- Ensuring that a good working relationship is maintained between HR and the rest of the organisation;
- Ensuring confidentiality on employee information is maintained at all times;
- Keeping abreast of changes in employment legislation and suggest measures to address gaps between current practices;
- Assist in the full recruitment process of employees: administrative duties, preparing and posting job openings, screening and rating applications, coordinating the selection

process and preparing the interview agenda; interviews, verifying work-history and references and tracking of new possible candidates, acting as board secretary during interviews, contacting candidates that have been selected for a position; documenting recruitment metrics, providing information to prospective employees about company standards and position-specific requirements

- Provide clerical and administration support as directed by HR officials
- Foster positive employee relations and work to solve any employee issues that surface or are brought to his/her attention. In cases when the employee's request goes beyond the capabilities of the Coordinator, then he/she is expected to serve as a liaison and take the issue to the appropriate person and ensure that it is resolved in a timely manner.
- Assist Head HR in identifying current and future issues and needs: Researching, analysing and implementing programs and projects in order to help in strengthening the HR department operations; Generating prescribed updates, documentation and reports on programs and initiatives on a regular basis relating to personnel activities (staffing, recruitment, training, grievances etc)
- Process CPD and Membership applications of FMS employees
- Carrying out any other duties within the HR function as directed by Head HR.

Criteria

Option 1

In possession of Bachelor's Degree or a relevant and related qualification at MQF Level 6 in Human Resources / Payroll + a minimum of **1-year** working experience in a similar role.

Option 2

In possession of a Diploma or a relevant and related qualification at MQF Level 5 in Human Resources / Payroll + a minimum of **3-years** working experience in a similar role.

Option 3

In possession of a Diploma or a relevant and related qualification at MQF Level 4 in Human Resources / Payroll + minimum of **5 years** working experience in similar role

Option 4

Candidates with more than 8 years **relevant and proven work experience in a payroll and HR environment.**

AND

Experience and knowledge of HR databases or payroll software (preferably Dakar Software)

Other prerequisites (assessed during interview)

- Knowledge on the local employment and other legislations.
- Have excellent communication skills.
- Be a fast learner who can keep calm under pressure.
- Have strong organizational skills required to work well both individually and as part of a team.
- Methodical, analytical and organized.
- Able to plan, prioritize and meet deadlines.
- A high level of computer literacy, especially in the use of Excel Office Automation tools.

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, 3rd Floor, National Road, Blata l-Bajda HMR 9010 or via email on fmshr.mfh@gov.mt

Applications should reach the HR Department by not later than 4th December 2021