



**SACRED  
HEART  
COLLEGE**

## **Call for Applications for the Post of HR Executive at Sacred Heart College, St Julian's**

**Sacred Heart College would like to remind all interested applicants that it has a zero-tolerance policy towards any form of child abuse. Sacred Heart College adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Safeguarding Policy published in 2024.**

**All references to the male gender include the female gender.**

**27<sup>th</sup> May 2026**

**Sacred Heart Avenue  
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**sacredheartmalta.org**



## **1. GENERAL**

- 1.1 Sacred Heart College invites applications for the post of **Human Resources (HR) Executive** from suitably qualified, competent, motivated individuals who are in possession of the necessary qualifications and experience identified hereunder.

## **2. TERMS AND CONDITIONS**

- 2.1 The salary for the post of HR Executive will be as follows:

2026	€28,701/annum
2027	€30,705/annum
2028	€32,784/annum

- 2.2 This appointment, which is subject to a probationary period of twelve (12) months, is on full-time, indefinite basis and is subject to all applicable rules and regulations, particularly those established from time to time in the Church Schools Sector and by the Sacred Heart College Foundation.
- 2.3 The successful candidate will be supported through an appropriate induction and onboarding programme during the probationary period and at any such time as deemed required by the College Director. The induction and onboarding programme is considered to be an integral feature of the employment process of the College.



### **3. DUTIES**

The selected candidate shall report to and be accountable to the College Director and shall, under the direction of the College Director, be required to:

- 3.1 Lead the implementation, administration and ongoing development of the College's core HR Management System (Shireburn Indigo) and oversee the digitalisation and secure maintenance of all employee records.
- 3.2 Maintain accurate, complete and compliant employee files, contracts and HR documentation and prepare statutory HR and NSO reports as required.
- 3.3 Manage recruitment and selection processes, including issuing calls, coordinating shortlisting and interviews as well as preparing employment contracts and related documentation required internally and by external bodies.
- 3.4 Coordinate onboarding procedures and induction programmes, ensuring the timely submission, uploading and circulation of required documents, management of JobsPlus, HRMS account setup and induction arrangements.
- 3.5 Prepare, submit and administer work permit applications and any other documentation related to employment at the College, and ensure compliance with all relevant employment and data protection legislation.
- 3.6 Manage offboarding processes, including resignations, retirements, JobsPlus submissions and reconciliation of employee records.
- 3.7 Coordinate and manage employee benefits, family-friendly and leave entitlements as well as FS4-related documentation and act as a point of reference for HR-related employee queries.
- 3.8 Support payroll processes, including documentation handling and the review and upkeep of payroll-related records in liaison with the Secretariat for Catholic Education (SfCE), the College Payroll Contractor and the Accounts Unit.



## **4. ELIGIBILITY REQUIREMENTS**

- 4.1 By the closing date of this call for applications, applicants must:
- 4.1.1 Be in possession at least of a Diploma at MQF Level 5 in Human Resources Management, Business Administration or a related field.
  - 4.1.2 Have proven experience in an HR administration or generalist role.
  - 4.1.3 Have sound working knowledge of Maltese employment law and JobsPlus procedures.
  - 4.1.4 Demonstrate ability to manage confidential information with discretion and professionalism.
  - 4.1.5 Have strong organisational skills with the ability to manage multiple priorities and deadlines.
  - 4.1.6 Have excellent written and verbal communication skills in English and Maltese.
  - 4.1.7 Be proficient in Microsoft Office applications (Word, Excel, Outlook)
- 4.2 The following attributes shall be considered an asset
- 4.2.1 Previous experience working with Shireburn Indigo or another HRMS platform
  - 4.2.2 Experience leading or contributing to an HRMS implementation or digital transformation project
  - 4.2.3 Familiarity with HR process automation, digital record management or HR chatbot solutions.
  - 4.2.4 Experience within the education sector.
  - 4.2.5 Sound working knowledge of SfCE processes.



- 4.3 Applicants must be of good moral character and 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 SUPPORTING DOCUMENTATION**

- 5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from the Malta Qualifications and Recognition Information Centre (MQRIC), or other designated authorities, as applicable, as per provisions applicable to this call for applications.
- 5.2 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the degree obtained and the final classification.
- 5.3 Original certificates and/or testimonials must be produced for verification at the interview.

## **6. SELECTION PROCEDURE**

- 6.1 Eligible applicants will be assessed by an Interviewing Board appointed by the Board of Governors of the Sacred Heart College Foundation to determine their suitability for the post.
- 6.2 Interview results will be communicated within fifteen (15) working days from the interviews.

## **7. SUBMISSION OF APPLICATIONS**

- 7.1 Interested applicants are required to send a letter of application, a detailed CV in Europass Format, the name of two referees, copies of all qualification certificates, as well as any other relevant documentation.



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- 7.3 All applications **must be sent by email by Tuesday 9<sup>th</sup> June, 2026 on [collegedirector@sacredheart.edu.mt](mailto:collegedirector@sacredheart.edu.mt)** and addressed to the College Director, Sacred Heart College.
- 7.4 All applications will be acknowledged by email by Sacred Heart College within two working days after the closing date of applications.
- 7.5 Applications by post or by hand will not be accepted.
- 7.6 The College reserves the right to deem applications received after the prescribed closing date as ineligible.