

## MEUSAC

### Executive - EU Funding

Permit Nr: 220/2016

Vacancy Nr: 305507

#### Engagement criteria

Contract: **DEFINITE** for a 3 year period.

Hours of work: Minimum 40 hours per week.

**Qualifications** - Applicants must be in possession of:

a degree at MQF level 6 in European Studies or a related area of studies from a recognised university or a recognised comparable qualification **and** at least two (2) years relevant work experience in the field;

**OR**

a post-graduate degree at MQF level 7 in European Studies or a related area of studies from a recognised university or a recognised comparable qualification.

**Related experience** includes experience in relation to EU Funds, experience in working with or in non-governmental organisations, government departments, local councils, authorities or agencies, or experience with other EU or EU related institutions or entities including traineeships.

**Applicants must also have the ability to communicate well (both written and spoken) in the Maltese and English languages.**

Salary: €21,191 with an annual increment up to a maximum of €24,112 \*

Benefits: Performance Allowance of up to 10% of the basic salary and Disturbance Allowance of up to 15% of basic salary.

#### Job Description

- i. to encourage the active participation of public/private entities in EU funding programmes and initiatives;
- ii. to assist individuals, local councils, non-governmental organisations, private enterprises and government entities in providing information on EU funding programmes and opportunities;

- iii. to assist local councils and non-governmental organisations to draft project proposals including the preparation of the application package required when submitting an EU funding application;
- iv. to keep abreast and monitor developments related to EU programmes and funding opportunities with regard to both direct and indirect funding programmes, ensuring that one is briefed appropriately on all issues of substance falling within one's areas of responsibility and that one remains constantly informed of developments in those areas;
- v. to collaborate and network with Government ministries and departments, the Permanent Representation of Malta to the European Union, the Parliamentary Secretariat for EU Funds, as well as with national managing authorities such as the Planning and Priorities Coordination Division, the European Union Programmes Agency and the Funds and Programmes Division and other national contact points regarding the sourcing of EU funding opportunities;
- vi. to identify, absorb and transpose information on EU programmes and funding opportunities in simple and reader-friendly information easily comprehended by the public;
- vii. to participate in and contribute actively to MEUSAC's information initiatives including, but not limited to, those in the electronic/printed and audiovisual media as well as the organisation of special events and public activities;
- viii. to collaborate as necessary with the other teams within MEUSAC;
- ix. to ensure the delivery of the services and overall responsibilities of this position within the approved budgets and agreed timeframes;
- x. to carry out other duties as may be determined from time to time by the Head MEUSAC and / or his delegate.

### **Submission of Applications**

Applications are to be addressed to the Head, MEUSAC and may be sent by post or delivered to MEUSAC offices at 280, Republic Street, Valletta VLT 1112 in a sealed envelope **by not later than noon (CET) of Thursday, 30 March, 2017**. Alternatively, applications can be sent via email on [recruitment.meusac@gov.mt](mailto:recruitment.meusac@gov.mt) by not later than the indicated deadline. The detailed call for applications may be viewed on [www.meusac.gov.mt](http://www.meusac.gov.mt).

**Late applications or applications which do not meet the eligibility requirements will not be considered nor acknowledged.**

### **Note \***

**All figures are inclusive of COLA**