

Executive (EU Funding)

Jobsplus Permit Number 29/2018

Engagement Criteria

Contract: Indefinite

Hours of work: Minimum of 40 hours per week

Qualifications: Applicants must be in possession of either a first degree related to European Studies at MQF level 6 from a recognised university or a recognised comparable qualification and at least two (2) years related experience in the field; OR a post-graduate (Masters') degree related to European Studies at MQF level 7 from a recognised university or a recognised comparable qualification.

Relevant experience:

- i. experience in relation to EU Funds;
- ii. experience in relation to communications, media (including the social media) and marketing;
- iii. experience in working with non-governmental organisations and local councils;
- iv. experience in working with government departments, authorities and agencies;
- v. experience with other EU or EU-related institutions or entities including traineeships.

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

Salary: €21,969 with annual increments up to a maximum of €24,890.

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

Job Description

- i. to encourage the active participation of public/private entities in EU funding programmes and initiatives;
- ii. to work with the Director EU Funding to develop and refine the communications strategy of MEUSAC's EU Funding Unit, such as:
 - Updating regularly MEUSAC website and social media application including monitoring of audience perception;
 - Drafting articles for print media;
 - Participating in radio and TV programmes;
 - Coordinating EU funding information sessions;
 - promoting the services providing by the EU Funding Unit;
- 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;
- v. to collaborate and network with Government ministries and departments, the Permanent Representation of Malta to the EU, 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 collaborate as necessary with the other teams within MEUSAC;
- vii. to ensure the delivery of the services and overall responsibilities of this position within the approved budgets and agreed timeframes;
- viii. 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 12 noon (CET) of Friday, 16 February, 2018**. Alternatively, applications can be sent via email on recruitment.meusac@gov.mt by not later then the indicated deadline.

Late applications will not be considered nor acknowledged.