

### **Filling of Position of Executive - EU Funding**

The Head, MEUSAC notifies that it intends to fill the vacant position of **Executive - EU Funding**

Position: **Executive - EU Funding**

Contract: **Indefinite**

Hours of work: **Minimum of forty (40) hours per week**

The selected candidate will enter into an indefinite contract as **Executive - EU Funding**, subject to a one-year probationary period. Unsatisfactory performance during the contract period will lead to termination of the contract.

#### **1. Duties**

1.1 Under the guidance of the Director - EU Funding, the duties of Executive - EU Funding, shall include *inter alia*, the following:

- i. encouraging the active participation of public/private entities in EU funding programmes and initiatives;
- ii. providing information on EU funding programmes and opportunities to individuals, local councils, non-governmental organisations, social partners, private enterprises and government entities;
- iii. assisting local councils, non-governmental organisations, social partners and government entities to draft project proposals including the preparation of the application package required when submitting an EU funding application;
- iv. keeping abreast of, and monitoring 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. collaborating and networking 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. identifying, absorbing and transposing information on EU programmes and funding opportunities in simple and reader-friendly information easily comprehended by the public;

- vii. participating in and contributing 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. collaborating as necessary with the other teams within MEUSAC;
- ix. ensuring the delivery of the services and overall responsibilities of this position within the approved budgets and agreed timeframes;
- x. carrying out other duties as may be determined from time to time by the Head MEUSAC and / or his delegate.

## 2. Remuneration

- 2.1 The salary attached to the position of Executive - EU Funding shall be equivalent to Grade 4 of the MEUSAC - Grading and Salary Structure equivalent to €22,644 (in 2019) with annual increments up to a maximum of €25,565. The Executive - EU Funding will also be entitled to an annual:
- performance allowance of up to 10% of the basic salary and
  - disturbance allowance of up to 15% of basic salary.

## 3. Eligible requirements

- 3.1 Applicants must, by the closing date of submission of the application fulfil **ALL** of the following conditions:

a) in possession of:

- i) a recognised first degree (Bachelor's qualification) at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in European Studies or a related area of studies from a recognised university or a recognised comparable qualification and at least two (2) years related experience in the field;

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.

or

- ii) a recognised post-graduate degree (Master's qualification) at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes

commencing as from October 2008) in European Studies or a related area of studies from a recognised university or a recognised comparable qualification.

**and**

- b) have a strong command of the English and Maltese languages (both written and spoken) including the ability to communicate in a clear and concise way.
- 3.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 3.3. (a) With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Qualifications and Recognition Information Centre (QRIC). The application form may be downloaded from the QRIC section on the National Commission for Further and Higher Education website ([www.ncfhe.org.mt](http://www.ncfhe.org.mt)). Such statement should be attached to the application and the original presented at the interview.
- (b) Applicants who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.
- (c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the QRIC section on the National Commission for Further and Higher Education website ([www.ncfhe.org.mt](http://www.ncfhe.org.mt)). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from QRIC. In such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.
- 3.4. Persons with a Disability may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Cap 413), even if they do not fully satisfy the eligibility requirements; this provided they can carry out, in essence, the duties related to the position/s applied for.

Representations in terms of this clause should be attached to the application form and supported with relevant documents which must also include documentary evidence of registration with the CRPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the receiving entity and copied to the CRPD.

- 3.5 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the position. The maximum mark for this selection process is 100% and the pass mark is 50%.

#### **4. How to Apply**

- 4.1 Applications **must** include:-

- (a) a detailed *curriculum vitae*;
- (b) a motivational statement wherein applicants explain why they consider themselves to be qualified for the position. The motivational statement carries weight in the final assessment. Both the presentation and the content thereof will be taken into account.

4.2 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 Friday, 26 April, 2019**. Alternatively, applications can be sent via email on [recruitment.meusac@gov.mt](mailto:recruitment.meusac@gov.mt) by not later than the indicated deadline. **Late applications will not be considered nor acknowledged.**

4.3 Incomplete and/or late applications or applications by any person who is ineligible in terms of this call will not be considered.

4.4 All applications will be acknowledged in writing, within seven (7) days of receipt.

## 5. Other important information

5.1 MEUSAC is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will take care to avoid any form of discrimination in its recruitment procedures.

5.2 MEUSAC reserves the right to withdraw this call at any time and not to select any of the Candidates.

5.3 It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the National Commission for Further and Higher Education website on [www.ncfhe.org.mt](http://www.ncfhe.org.mt) under MQRIC heading.

5.4 MEUSAC shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law.

5.5 Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

5.6 Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications.