

Vacancy

Executive (EU Funded Schemes)

Jobsplus Permit Number: 264/2021



Jobsplus provides local jobseekers and employers with successful and rewarding work experiences by empowering, assisting and training jobseekers; promoting workforce development; and assisting employers in their recruitment and training needs.

We are seeking to recruit an Executive within the EU Funded Schemes Division on a full-time definite basis.

Job Requirements:

- First degree at MQF Level 6, with a minimum of 180 ECTS / ECVET or an appropriate, recognized, comparable qualification

By the closing time and date of this call for applications, applicants must be:

a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family



members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or

f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

Responsibilities:

- Processes the applications received and computes the payment of subsidies to eligible entities/individuals, according to the standard practices of the Unit and completing the appropriate checklist/s and any associated documents in the shortest time possible.
- Maintain information control systems for matters relating to EU Funded Schemes.
- Assists and actively participate in the proper and effective functioning and the marketing of all stages of the schemes' implementation.
- Directs subordinates in meeting their work objectives.
- Delivers training to colleagues at any grade as necessary.
- Guides, mentors and follows up progress of colleagues at any grade as necessary.
- Ensures conformity of the operations to the guidelines set by the Corporation, European Structural Funds and the National laws.
- Work closely with the other Units within the Division including the mapping and evaluation Units.
- Maintains high standards of performance within the unit and when representing the Corporation.
- Seeks cost effective means how to market and inform the general public.
- Establishes / maintains efficient operations within the unit and leads staff to work in unison, maintaining all along good relations and teamwork.
- Liaises with other sections so they too can assist in its promotion.
- Communicates effectively (both orally and written) with employers, employer's representatives, participants and other entities.
- Assist applicants in the application and reimbursement process when required.
- Assists during the eligibility process i.e. evaluation, procurement and composition of the undertaking.
- Perform other tasks as directed by the Unit Manager and Head of Division.

How to apply

Interested candidates should send their CV, covering letter and relevant academic certificates by email to: chris.micallef@gov.mt, **by not later than Friday 1st October 2021.**

A copy of MQRIC letter of recognition is required when the certificate is awarded by a foreign body.

Please write the vacancy title in the email subject field.

All applications will be acknowledged and treated in the strictest confidence.