

Executive

(Projects - Internationalisation)

Jobsplus Permit Number: 474/24

Jobsplus Vacancy Number: 407632



1 Definite position with the possibility of renewal, and
1 Indefinite position



Role

The Internationalisation Executive's responsibility is to promote, manage and oversee the implementation of Malta's participation in international (bilateral & multilateral) R&I programmes and projects. The Executive will form part of the Internationalisation Unit (IU) at Xjenza Malta .

The Internationalisation Unit is seeking a highly motivated and self-driven person to ensure the successful implementation and coordination of activities within different internationalisation projects/programmes. The selected Executive will be responsible for achieving milestones as set out in project plans and timely delivery of project deliverables as per grant agreement obligations. These include, but are not limited to, monitoring of R&I projects awarded by Joint Transnational Calls that Xjenza Malta is involved in, and analysis of such Calls. The Executive will also be involved in engaging local and international stakeholders through different means and innovative approaches, to foster community cohesion.

The Executive will be part of a fast-paced and dynamic environment where flexibility, versatility and a high degree of commitment is important. The position entails working alongside Xjenza Malta team members, local and foreign partners, as well as relevant stakeholders.



Duties:

1. Assist development of new project proposals in support of the delivery of Xjenza Malta's official mandate.
2. Lead or contribute to Work Packages/Tasks in line with project plans including, but not limited to:
 - (i) work related to the collection, analysis of data and monitoring of Joint Transnational Calls;
 - (ii) activities related to enhancing synergies amongst projects;
 - (iii) seeking and maintaining relevant local and international stakeholder communities including government officials, funding agencies, NGOs, educational institutions, professional community groups and the general public, through stakeholder engagement and community building, in line with the Government's strategic and policy commitments in R&I;
 - (iv) collaborating with the Public Relations & Communications team to create compelling content for various platforms, including social media, websites, newsletters and press releases, to raise awareness;
 - (v) organising and facilitating events, workshops and public fora to engage with the community and promote project objectives, and;
 - (vi) monitoring project progress and maintaining comprehensive project documentation such as administrative and financial reports, timesheets, meeting minutes and relevant correspondence and documentation, for both internal and external use.
3. Represent Xjenza Malta, as the need arises, in relevant regional, EU and international R&I configurations.
4. Support and contribute to the Internationalisation Unit's work related to a number of internationalisation funding opportunities, including Horizon Europe partnerships and bilateral R&I programmes, in various thematic sectors as required. This includes effective promotion of the programme/s, administering transnational calls or other activities that derive from these internationalisation programmes, providing assistance and guidance to stakeholders to apply for funding opportunities and monitoring progress of ongoing and new projects awarded by the Internationalisation Unit.
5. To perform other job-related duties as assigned.

The above list is not exhaustive, and management may change or add tasks if and when required and according to the exigencies of Xjenza Malta and its subsidiaries.

Requisites:

Master's qualification at MQF Level 7 in natural sciences, or engineering, or project management, or international relations, or European studies or a comparable professional qualification recognised by MFHEA (MQRIC if applicable), and preferably with a minimum of one (1) year's experience of working within a R&I internationalisation environment, or within a EU/EEA/Regional projects environment or a comparable Pan-European programme/projects environment.

OR

Bachelor's qualification at MQF Level 6 in natural sciences, or engineering, or project management, or international relations, or European studies or a comparable professional qualification recognised by MFHEA (MQRIC if applicable), and preferably with a minimum of three (3) years' experience of working within a R&I internationalisation environment, or within a EU/EEA/Regional projects environment or a comparable Pan-European programme/projects environment.

Working Conditions:

Both positions' starting salary is €30,380 per annum with an annual increment subject to good working performance:

- Career advancement opportunity
- Opportunity for external training sponsorship
- Free Gym membership
- Parking Facility
- Teambuilding activities

How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to recruitment.xjenzamalta@gov.mt by not later than cob Thursday 22nd August 2024. Late and/or incomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the Xjenza Malta Privacy Policy <http://xjenzamalta.gov.mt/our-privacy-policy/>. You can withdraw your consent at any time by sending us an email through recruitment.xjenzamalta@gov.mt.