



2 FULL-TIME EXECUTIVES

(Research and Innovation)

Jobsplus Permit Number: 920/24

Jobsplus Vacancy Number: 411202

Role

In response to the growing demands and dynamic landscape of Science Malta research funding opportunities, the role is required to serve as a liaison for research entities seeking R&I funding, linking Maltese research entities with upcoming R&I funding opportunities. The role entails active engagement in outreach activities, externalisation efforts and meaningful consultations with stakeholders.

The role will also assume responsibility for overseeing the progress and success of R&I projects funded by Science Malta, thereby contributing to the Agency's commitment to fostering impactful and innovative research initiatives. Furthermore, the position will assist in the streamlining of the R&I programmatic calls, implementing improvements to enhance efficiency. Moreover, the selected candidate will also help in consolidating synergies with other Maltese Public entities, aiming to strengthen the Maltese research-funding ecosystem.

Emphasising adaptability and foresight, the position is integral to the Research and Innovation Unit's dedication to advancing and supporting groundbreaking research initiatives within the evolving Maltese landscape of innovation and discovery.

Duties

1. Promotion of the Unit's funding programmes and other initiatives across academic, public and private entities.
2. Supporting and guiding applicants in the Unit's existing/new R&I funding programmes.
3. Client-facing role in providing guidance to beneficiaries in their transition across various Technology Readiness Levels (TRLs). Conducting one-to-one meetings to promote the FUSION programme and guide administratively in the application process.
4. Regularly engaging with R&I project beneficiaries in a proactive manner to ensure projects are being carried out successfully and efficiently.
5. Ensuring that the research entities follow the funding guidelines, and the terms and conditions specified in the grant agreement.
6. Regularly reviewing and monitoring the financial aspects of the research projects to ensure funds are used effectively and in compliance with the approved budget.
7. Periodic reviews of the progress and achievements of research entities, including assessment of milestones and objectives.
8. Evaluating the potential or actual impact of the research entities' work, and assessing how it aligns with the funder's mission and objectives.
9. Collecting and analysing data related to the performance of research entities, and generating reports that provide insights into the effectiveness of the funded projects.
10. Supporting the strategic decision making about the direction and focus of future funding based on the performance and outcomes of research entities.

11. Performing R&I project technical and financial checks, and undertaking approval or otherwise of reports.
12. Supporting and/or managing niche initiatives and programmes associated with specific sectors.
13. Keeping abreast with the latest policy initiatives and providing feedback on policy documents as necessary.
14. Local, and occasional overseas, travel, to represent Science Malta.
15. Other duties as assigned by the R&I Director and/or their delegate.
16. 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 Science Malta and its subsidiaries.

Requisites

Master's qualification at MQF Level 7, or higher, in Science, or Engineering, or IT, or Business, or Management, or Finance, or Administration or a relevant professional qualification recognised by MFHEA (MQRIC if applicable) and preferably one (1) year of relevant work experience.

OR

Bachelor's qualification at MQF Level 6 in Science, or Engineering, or IT, or Business, or Management, or Finance, or Administration or a relevant professional qualification recognised by MFHEA (MQRIC if applicable) and preferably three (3) years' relevant work experience.

With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education Authority website (www.mfhea.org.mt). Such statement should be attached to the application and the original presented at the interview.

Working Conditions

This position is on an indefinite basis with a starting salary of €30,380 per annum and a yearly increment subject to good working performance, providing:

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

How to Apply

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Interested applicants are to email their Europass CV and a copy of their academic certificates to **recruitment.xjenzamalta@gov.mt** by not later than **Tuesday 8th October 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 Science Malta Privacy Policy **[http:// Science Malta.gov.mt/our-privacy-policy/](http://ScienceMalta.gov.mt/our-privacy-policy/)**. You can withdraw your consent at any time by sending us an email through **recruitment.xjenzamalta@gov.mt**