



2 FULL-TIME EXECUTIVES

(R&I Programmes)

Jobsplus Permit Number: 345/24

Jobsplus Vacancy Number: 405026

Role

This is a compelling role for the right candidates, requiring active engagement in diverse research areas across academia, public entities and industry. The successful candidates will be responsible for implementing Research and Innovation funding programmes, monitoring project deliverables and networking with local stakeholders. Whilst an in-depth knowledge of scientific areas is not required, scientific appreciation is essential for effective administration of research programmes.

Duties

1. Promoting the Unit's funding programmes and other initiatives across academic, public and private entities.
2. Developing and maintaining strong links with R&I entities, both local and foreign, to develop successful programmes and initiatives, as well as ensuring successful take-up.
3. Supporting and guiding applicants in the Unit's existing/new R&I funding programmes.
4. Supporting beneficiaries in the monitoring of their project deliverables, financial spend and reporting to ensure compliance with their contractual obligations with Xjenza Malta.
5. As key team-players, working with other colleagues at Xjenza Malta, as well as with external beneficiaries, evaluators and suppliers, to deliver a support structure for the effective management of R&I Programmes.
6. Supporting and/or managing niche initiatives and programmes associated with specific sectors.
7. Identifying performance metrics for the R&I programmes operated by the Unit and defining measures to understand programme performance.
8. Keeping abreast with the latest policy initiatives and providing feedback on policy documents as necessary.
9. Local and occasional foreign travel, to represent Xjenza Malta and its initiatives, may be required.
10. Other duties as assigned by the R&I Director.

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 or higher in Science, or Engineering, or IT, or Business, or Management, or Finance, or Administration or a comparable professional qualification recognised by MFHEA (MQRIC if applicable), and preferably one (1) year 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 comparable professional qualification recognised by MFHEA (MQRIC if applicable) and preferably three (3) years' relevant work experience.

Working Conditions

These position are on an indefinite basis with a starting salary of €31,459 per annum and a yearly increment subject to good working performance:

- Career advancement opportunity;
- Opportunity for external training sponsorship;
- 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 **Monday 24th March 2025**.

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.