

# EXECUTIVE

(Internationalisation)

Jobsplus Permit Number: 962/25

Jobsplus Vacancy Number: 423884

## Role:

The Internationalisation Executive is responsible for promoting, managing, and overseeing Xjenza Malta's participation in international research and innovation (R&I) programmes, both bilateral and multilateral. The role entails leading specific programmes, initiatives, and measures, with a focus on the effective management of funding opportunities across various thematic areas. Key responsibilities include the administration of transnational calls, stakeholder engagement, and the planning and execution of dissemination and promotional activities. The Executive will be an integral member of the Internationalisation Unit (IU) within Xjenza Malta (XM), contributing to the organisation's strategic internationalisation efforts.

## Duties:

1. Oversee the design, implementation and administration of a range of internationalisation funding programmes, including Horizon Europe Partnerships and bilateral initiatives, across various thematic areas. Responsibilities include effective promotion of these programmes, management of transnational calls, and coordination of related activities.
2. Build and maintain strong relationships with stakeholders from academia, industry, and other R&I actors, both locally and internationally. Provide guidance on internationalisation opportunities administered by the Unit, and where appropriate, direct stakeholders to other relevant funding schemes.
3. Monitor ongoing and newly funded projects supported by Xjenza Malta's Internationalisation Unit. This includes continuous follow-up on both technical and financial aspects to ensure compliance and impact.
4. Serve as the National Contact Points (NCP) for specific international programmes administered by Xjenza Malta. Responsibilities include programme promotion, representing Malta's interests at relevant fora, contributing to strategic dialogue, and producing required reports or follow-up actions.
5. Identify and analyse internationalisation opportunities relevant to the Maltese R&I ecosystem. Proactively recommend and promote participation avenues for local researchers and organisations.
6. Stay up to date with emerging R&I incentives and policy developments at national, EU and international levels. Provide input and feedback on relevant policy documents as required.

7. Represent Xjenza Malta in regional, EU, and international R&I initiatives and policy platforms as needed. Ensure that Malta's priorities and interests are effectively communicated, based on consultation with local stakeholders and national strategic directions.
8. Adhere to established Standard Operating Procedures (SOPs), policies, and internal processes to ensure high-quality documentation, regulatory compliance, and consistency in task delivery.
9. Maintain accurate, confidential, and well-structured records of relevant operational data. Support timely reporting to Unit management, Xjenza Malta colleagues, Ministry officials, or other entities, as required.

To perform other job-related duties as assigned. The 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.

## **Eligibility Requirements:**

Master's qualification at MQF Level 7 in STEM area (Science, Technology, Engineering and Mathematics), or project management, or international relations, or European studies or a relevant comparable professional qualification recognised by MFHEA (MQRIC if applicable) and with a minimum of one (1) year experience of working within a research & innovation, internationalisation or a directly relevant environment.

*OR*

Bachelor's qualification at MQF Level 6 in STEM area (Science, Technology, Engineering and Mathematics), or project management, or international relations, or European studies or a relevant comparable professional qualification recognised by MFHEA (MQRIC if applicable) and with a minimum of three (3) years' experience of working within a research & innovation, internationalisation or a directly relevant environment.

With respect to qualifications produced in response to this call for applications which are not from the University of Malta, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The certificate is to be provided the latest one week after closing date of applications, and proof of payment is to be sent by closing date of applications. The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education Authority ([www.mfhea.org.mt](http://www.mfhea.org.mt)).

## **Requisites:**

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

## **Working Conditions:**

This position is on an indefinite basis with a starting salary of €32,642 per annum and a yearly increment subject to good working performance.

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

## How to Apply:

Interested applicants are to email their Europass CV and a copy of their academic certificates to [recruitment.xjenzamalta@gov.mt](mailto:recruitment.xjenzamalta@gov.mt), by not later than **Sunday 11 January 2026**. Late and/or uncomplete 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 available at **[http:// Xjenza Malta.gov.mt/our-privacy-policy/](http://Xjenza.Malta.gov.mt/our-privacy-policy/)**. You can withdraw your consent at any time by sending us an email on [recruitment.xjenzamalta@gov.mt](mailto:recruitment.xjenzamalta@gov.mt).