



# EXECUTIVE

(Space Policy & Bi-Laterals)

Jobsplus Permit Number: 323/26

Jobsplus Vacancy Number: 441366

## Role:

To support the development, coordination, and implementation of Malta's national space policy framework and international bilateral engagements. The role focuses on policy alignment, regulatory monitoring, international representation, and the structured development of strategic partnerships with foreign space agencies and multilateral organisations.

The Executive will contribute to strengthening Malta's position within European and global space governance structures, while ensuring internal coordination and alignment across the Space Programmes and Engagement Unit.

## Duties:

1. Support the implementation and monitoring of Malta's National Space Strategy and related policy instruments.
2. Contribute to the development, alignment, and review of national space legislation and regulatory frameworks in coordination with relevant authorities.
3. Monitor EU, ESA, EUSPA, UN and other international policy developments relevant to Malta's space sector and prepare internal policy briefs and summaries.
4. Support Malta's engagement in ESA, EU, EUSPA and UN-related space forums, including preparatory documentation, position papers, and follow-up actions.
5. Coordinate and support the development of bilateral and multilateral agreements with foreign space agencies and international organisations.
6. Act as focal point for structured engagement with international partners, ensuring documentation, transparency, and alignment with national priorities.
7. Prepare briefing notes, background documents, speaking points, and meeting minutes related to policy and bilateral engagements.
8. Maintain updated records of international committees, working groups, and policy forums in which Malta participates.
9. Ensure proper internal coordination of bilateral initiatives with relevant team members (PECS, Outreach, Administration).
10. Contribute to strategic reporting and advisory inputs to senior management and Government stakeholders.
11. Support policy-related elements of infrastructure initiatives such as Malta Space Park
12. Assist in the development of Standard Operating Procedures (SOPs) related to policy coordination and international engagement.
13. Support in organising international events in Malta.

14. Represent Xjenza Malta at relevant policy meetings, conferences, and bilateral discussions, locally and abroad, 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:**

1. Master's qualification at MQF Level 7 in European Studies or, International Relations or, Natural or Applied Sciences (e.g. physics, chemistry, biology) or, Engineering or, ICT or, Law or, Public Policy or, Management or a comparable professional qualification recognised by MFHEA (MQRIC if applicable) and with a minimum of one (1) year relevant work experience in areas such as policy, coordination, stakeholder engagement, international relations, programme implementation, regulatory environments or public administration.

OR

Bachelor's qualification at MQF Level 6 in European Studies or, International Relations or, Natural or Applied Sciences (e.g. physics, chemistry, biology) or, Engineering or, ICT or, Law or, Public Policy or, Management or a comparable professional qualification recognised by MFHEA (MQRIC if applicable) and with a minimum of two (2) years relevant work experience in areas such as policy, coordination, stakeholder engagement, international relations, programme implementation, regulatory environments or public administration.

2. Familiarity with EU institutions, ESA structures, or international governance mechanisms is desirable.
3. Excellent written and verbal communication skills in English. Knowledge of Maltese is an asset. Strong analytical skills and ability to interpret policy and regulatory texts.

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 **Wednesday 22<sup>nd</sup> April 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 XM Privacy Policy <https://xjenzamalta.mt/privacy-policy/>. You can withdraw your consent at any time by sending us an email through [recruitment.xjenzamalta@gov.mt](mailto:recruitment.xjenzamalta@gov.mt).