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Position Title	EU Affairs Manager (Jobsplus Permit 230/2021)
Location	Malta Enterprise, Pieta
Team	Economic Intelligence, EU Affairs Intelligence & Research
Reporting Relationship	The postholder will report directly to the Head of EU Affairs

Overall Purpose of Position

The Manager for EU Affairs will be required to keep up to date with what is happening within the European Union in the areas of economy, enterprise, energy and sustainable development and:

- Provide policy advice to Senior Management and Government
- Represent Malta Enterprise in various international forums related to technology, enterprise, energy and sustainable development
- Contribute towards the drawing up of position papers and reports regarding technology, enterprise, energy and sustainable development
- Prepare policy briefs and coordinate Malta Enterprise's response on technology, enterprise, energy and sustainable development
- To contribute to the monitoring of economic trends in Malta, Europe and internationally, and assist in the collection and interpretation of relevant statistical information
- To prepare for and participate in relevant European and international fora where economic matters are discussed



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General Duties/Responsibilities

To the extent required by and/or expected of the relevant Grade, one's general duties/ responsibilities shall be to:

- Prepare and present reports and other documentation in the area of EU Affairs to senior management as necessary
- Consult with senior management especially in resolving challenges or when dealing with issues and problems that are of a sensitive nature and/or of a strategic importance
- Keep abreast of appropriate trends, developments and methodologies
- Perform any other job-related duties as necessary and as assigned
- Work outside office hours where necessary

Work Aptitudes

Minimum Required:

- Logical and mathematical
- Orderly and efficient
- Investigative and analytical

Core Traits

Minimum Required:

- Decisive
- Self-motivated
- Conscientious

Values

Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

Creativity

Continuously innovate working practices

Customer-Centricity

Put clients at the center of our business. Committed to our Client's success



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Minimum Requirements

- Verbal and written proficiency (Level C) in English; and
- MQF L7 + 1 year' relevant work experience, or
- MQF L6 + 2 years' relevant work experience

For the purpose of this post, relevant subject and relevant experience are defined as follows:

- A relevant subject shall mean a qualification in European Studies, International Affairs, Economics and Law focusing on the European Union or an appropriate, recognised, comparable qualification approved by MQRIC
- Relevant work experience shall mean professional experience with a broad and effective knowledge of the functioning of EU institutions and the EU's institutional set-up, gained from field experience

The candidate must have strong ability to acquire, structure and present political intelligence of relevance to Malta Enterprise.

Preference will be given to candidates that possess the below:

- Knowledge of State Aid Rules
- Fluent in French and other languages
- Strong knowledge and awareness of EU policies and strategy vis-à-vis policy areas that fall within the remit of Malta Enterprise

Disclaimer: This position description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties and responsibilities. These are subject to change as needed by management/work exigencies. Management may, from time to time, assign other duties/functions, provided that these are commensurate with one's qualifications, skills and aptitude.