

Job Opportunity



Position Title	Project Evaluation Coordinator
Scale	C2
Location	Malta Enterprise, Pieta
Team	Incentives Development & Evaluation
Reporting Relationship	The postholder will report directly to the Team Leader and/or Delegate

Overall Purpose of Position

The Project Evaluation Coordinator is responsible for analysing applications for support submitted to Malta Enterprise to determine eligibility in terms of the applicable rules and provide a commercial, economic and technical feasibility review of the project in accordance with the strategic direction and parameters established by Malta Enterprise.

The Project Evaluation Coordinator will:

- Support the Corporation in evaluating requests for support in terms of the applicable rules
- Support the Corporation in ensuring that support offered is granted to those proposals and projects that will provide the highest return on the investment made
- Support the Corporation in ensuring that approved support is awarded to proposals financed by trustworthy investors and backed by well-developed business proposals
- Evaluate applications received by the Corporation in terms of eligibility and feasibility
- Review business proposals, project plans and business plans to evaluate their robustness, risk profile, value added and growth potential
- Conduct basic due diligence through public information sources
- Carry out financial analysis, including ratio analysis and assessment based on financial data supplied by applicants
- Carry out desk-based research in respect to projects being reviewed
- Liaise with technical experts and other national agencies as may be required
- Draw up reports and other document as may be required
- Assist in continuous development of project and business review methodologies adopted by the Corporation.



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Work Aptitudes

Minimum Required:

- Logical and mathematical
- Entrepreneurial
- Investigative and analytical

Core Traits

Minimum Required:

- Decisive
- Flexible
- Conscientious

Values

Integrity

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

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

Creativity

Develop an open and creative mindset that lead to innovate working practices

- Find ways to improve our incentives, systems, processes and communication with stakeholders.
- Reduce unnecessary bureaucracy. Automate internal processes

Customer-Centricity

Adopting a client centric mindset whilst being committed to our Client's success. Put clients at the centre of our operation

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society



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Minimum Requirements

- Verbal and written proficiency (Level C) in English; and
- MQF L7 (Post Graduate / Master's), or
- MQF L6 (Bachelor's) + 2 years' relevant work experience
- 6 years' relevant work experience

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

- A relevant subject shall mean qualification in Management, or Accountancy, or Business Administration, or Economics, or an appropriate, recognised, comparable qualification approved by MQRIC.
- Relevant work experience shall entail that the applicant has knowledge of relevant principles, procedures, methodologies and/or tools/software relevant to position description.

Candidates must be able to:

- understand and interpret financial statements; and
- work with qualitative and quantitative data to analyse projects

Preference will be given to candidates having advanced knowledge of:

- State Aid Rules
- Economic principles and practices, the economic multipliers, and the analysis and reporting of economic and financial management information
- Statistics / mathematical models
- Qualitative and quantitative research methodologies

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.