



Position Title	Incentives Management Coordinator
Main Location	Malta Enterprise
Team	Incentives Management
Reporting Relationship	The post holder will report directly to the Head of Incentives Management
Salary Scale	C2

**Overall Purpose**

The Incentives Management Coordinator will be required to

- a) Determine eligibility and analyse claims for support in terms of applicable rules, guidelines and Letters of Intent issued for projects in accordance with the strategic director and parameters established by Malta Enterprise;
- b) Collect all necessary data and be able to keep organised physical and online files;
- c) Maintain adequate records of all assistance awarded and granted, as well as, assist in State Aid Inventories and Transparency Reports;
- d) Process claims in a timely and efficient manner, follow procedures and policies in place that ensure good governance of public funds;
- e) Coordinate on-site inspections to confirm/verify the activities and investment on which assistance is being requested;
- f) Carry out desk-based research and basic due diligence through public information sources;
- g) Liaise with technical experts and other national agencies as may be required;
- h) Interpret financial data supplied by beneficiaries and make a financial analysis as required;
- i) Keep up to date with the latest developments in the areas of Competition Law and State Aid and all Schemes being administered by the Corporation;
- j) Communicate and follow up on all important issues in a timely manner so as to address any faults immediately and avoid delays unnecessarily;

- k) Use personal judgement and initiative to suggest effective and constructive solutions to challenges and obstacles;
- l) Coordinate with other internal functions and external stakeholders as needed;
- m) Be dependable and responsible enough to be available in time of Unit deadlines;

### 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 procedures

#### 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

### Behavioural Dimensions

- Self motivation
- Conscientiousness
- Emotion & Stability

### Work Aptitudes

- Orderly & Efficient
- Practical & Mechanical
- Investigative and Analytical

### Minimum Requirements

- MQF L7 in Business Administration, Accountancy or related area + 1yrs relevant work experience in planning, focusing, task-driven and completion within a set timeframe
- MQF L6 (Bachelors) Business Administration, Management, Entrepreneurship or related area + 2yrs relevant work experience in planning, focusing, task-driven and completion within a set timeframe.

*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.*