



Position Title	External Relations Coordinator
Main Location	Malta Enterprise
Team	External Relations
Reporting Relationship	The post holder will report to the Team Leader
Salary Scale	C2

The External Relations Coordinator will be responsible for:

- Work closely with the Ministry for Foreign Affairs and Trade Promotion, including Embassies;
- Support overseas offices in the business development aspect and provide the support required for clients' applications according to the ME Act and Business Promotion Act;
- Develop a network of current and potential contacts that would facilitate introductions to potential foreign investors;
- Plan and execute investment webinars with different Embassies;
- Work with the research and policy team members to undertake research initiatives to identify and develop opportunities. Prepare and update detailed investment feasibility studies and proposals;
- Work with the I.T team to enhance the current digital marketing strategies with the latest AI and augmented reality availabilities.

The post holder would require to keep oneself' updated with continuous development in a rapidly changing scenario and might be required to travel for business related matters.

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 mind-set 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 mind-set 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

The role requires the post holder to:

- Generate lots of new ideas and demonstrate a high level of original thinking and creativity, as well as looking for new, original and untried ways of doing things. Success depends on taking a radical and imaginative approach to situations and having the freedom to work in an unstructured environment.
- Pro-actively approach and talk enthusiastically to customers and to communicate ideas and information effectively to a wide range of people. Success depends on being able to create positive relationships with strangers and being lively, enthusiastic, upbeat and persuasive.

Work Aptitudes

- Outgoing and expressive
- Competitive and entrepreneurial
- Investigative and analytical

Minimum Requirements

- Verbal and written proficiency (Level C) in English; and
- MQFL 7 in a Business related subject; or Marketing; or Diplomatic Affairs; or
- MQFL 6 in a Business related subject; or Marketing; or Diplomatic Affairs + 1-year relevant experience in business development; and/or foreign affairs; or
- 6 years' relevant working experience in in business development; and/or foreign affairs

Preference will be given to candidates having working experience on Foreign Direct Investment related matters