



MALTA ENTERPRISE

Job Opportunity

Position Title	Incentive Development Executive
Main Location	Malta Enterprise, Pietà
Team	Incentive Development & Project Evaluation
Reporting Relationship	The post holder will mainly report directly to the CO Project Evaluation & Incentives Development
Salary Scale	A2

The person holding this position will work with the Chief Officer and Head Incentives Development to:

- Work on the Development of application form and process related to the smooth operation of the various measures administered by the Corporation.
- Conduct research and work with large data sets.
- Assist in other tasks related to the processing of applications.

The role shall require the person to liaise, and work in close collaboration with other ME units especially the IT and Economic Intelligence, EU Affairs & Research units.

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

- Finishing & Evaluating

Work Aptitudes

- Logical and mathematical
- Orderly and efficient
- Investigative & Analytical

Minimum Requirements

- Verbal and written proficiency (Level C) in English; and
- MQF Level 6 (Bachelors) in Business Administration, Management, Entrepreneurship or related area; or
- MQF Level 5 (Diploma) in Business Administration, Management, Entrepreneurship or related area + 2 years' relevant work experience in incentive design, management and/or administration; or
- 5 years' relevant work experience in incentive design, management and/or administration

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.