

Incentives Design Coordinator

JOB PROFILE

Salary Scale: C2

Team: Incentives Design Unit

Reporting Relationship: The postholder will report directly to the Chief Incentives Design Officer and/or his delegate

ROLE PURPOSE

The Coordinator will support the team in the development and continuous improvement of incentive measures that align with ME's strategic objectives.



CORE ACCOUNTABILITY & VALUE CONTRIBUTION

- Support the development of incentive guidelines and application forms.
- Provide support in the monitoring of the effectiveness of support measures.
- Conduct desk research on schemes in other EU and non-EU countries and their possible effectiveness to the Maltese Economy.
- Conduct research as may be required to support the development and improvement of incentive measures.
- Liaise with the EU Affairs, Economic Unit and the Centres of Excellence for the ongoing monitoring of scheme take up and utilisation of awarded support.
- Preparing and presenting reports and other documentation as necessary.
- Proactively keep up to date with developments pertaining to State Aid regulations.
- Keep abreast of appropriate trends, developments and methodologies.
- Perform any other job-related duties as necessary and as assigned.
- May be required to work outside office hours where necessary.



DECISION-MAKING AUTHORITY

- The role involves making decisions within a very limited scope and decisions are typically routine and have minimal impact on the organisation.



SCOPE OF IMPACT

- **Local External Reputation Impact:** The role occasionally interacts with external stakeholders (local businesses, partners, suppliers). Behaviour and performance can influence how these stakeholders perceive the organisation's competence and service quality.



PEOPLE MANAGEMENT

- The role involves limited supervisory responsibilities, such as providing guidance or support to a small number of colleagues.



EFFORT & COMPLEXITY

- Regular concentration required to complete structured tasks within established processes.



BEHAVIOURAL DIMENSIONS

- **Integrity and Accountability:** Takes ownership of assigned responsibilities, ensuring claims and/or projects are processed and evaluated fairly, consistently, and in accordance with established policies and procedures, guidelines, and legislative requirements.
- **Customer-Centricity:** works well with internal teams and stakeholders and supports a range of projects and initiatives.
- **Decision Making and Judgement:** Applies sound judgement in resolving issues, and escalating complex matters appropriately when required.
- **Creativity and Innovation:** Identifies practical improvements to processes and ways of working, encouraging new ideas that enhance efficiency, accuracy, and the overall customer experience.
- **Quality and Compliance Focus:** Maintains high standards of accuracy, documentation, and procedural compliance, ensuring claims and evaluations meet internal requirements, funding guidelines, and applicable regulations.



MINIMUM REQUIREMENTS

- Masters (MQF Level 7) in Business Studies, Management, European Studies, Finance or related subject; or
- Bachelors (MQF Level 6) Business Studies, Management, European Studies, Finance or related subject and a minimum of 1 year' work experience in a similar role.

Disclaimer: This role profile describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge etc. These are subject to change as needed by management/work exigencies.