



MALTA ENTERPRISE

Job Opportunity



Position Title	Project Implementation Coordinator
Location	Malta Enterprise, Pieta'
Team	Project Implementation
Reporting Relationship	The postholder will report directly to the Project Implementation Team Leader
Jobsplus permit Number	28/2022

The Project Implementation Coordinator will follow-up on the implementation stage of projects approved by Malta Enterprise, with the objective of facilitating the interaction and experience of project investors with Government and non-Government stakeholders, ensuring that at all levels and stages, the experience of the Investors meets or even exceeds their expectations both in terms of quality of service, value for money and time for delivery. Moreover, the Project Implementation Coordinator will:

- a. Coordinate and liaise with the FDI Specialists team on projects that require a technical understanding of local laws and regulations to ensure a seamless transition between the client and different teams within Malta Enterprise at all stages
- b. Advise on applicable licenses, certifications, permits and approvals that need to be obtained by the Client from local authorities prior to start of operations
- c. Plan and manage interaction required with Stakeholders such as ERA, PA, REWS, Enemalta, WSC, MMA, TM, MCCA, NAB, Customs, OHSA, Environmental Health Directorate and other stakeholders in order to ensure Quality Requirements are met
- d. Coordinate and liaise with other Malta Enterprise teams in order to identify existing gaps which increase the risk of not meeting the Quality Requirements.
- e. Lead the process whereby Malta Enterprise establishes Stakeholder Agreements as necessary, with the aim of mitigating such risks
- f. Plan and manage the resource requirements (both internal and external) for the Implementation Stage of Projects



- g. Periodically report to Senior Management and the Board of Directors of the Corporation on the status of Projects in relation to their Implementation Stage and the level of performance achieved through the management of the various Stakeholder Agreements;

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

Work Aptitudes

- Competitive & entrepreneurial
- Orderly & efficient
- Outgoing & expressive

Core Traits

- Decisive
- Relationship Management
- Responding to stressful situations in a calm, stable and rational way and being resistant to stress.

Minimum Requirements

- Verbal and written proficiency (Level C) in English; **and**
- MQF L7 in Sciences, Engineering, Environmental Management or other related areas + 1-year relevant technical experience in project implementation management, including interaction with



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Stakeholders in relation to attainment of relevant licenses, certifications, permits and approvals as applicable; **or**

- MQF L6 in Sciences, Engineering, Environmental Management or other related areas + 2-years relevant technical experience in project implementation management, including interaction with Stakeholders in relation to attainment of relevant licenses, certifications, permits and approvals as applicable

Preference will be given to candidates that have experience in: environmental management

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.*