

## **JOB DESCRIPTION – MANAGER EU TRAINING & PRODUCT FUNDING**

**Department :** EU Matters/Funding & Industry HR Unit  
**Reports to :** Head of Unit EU Matters/Funding & Industry HR Unit

### **Main Objectives of the job**

Reporting directly to the Head of Unit, the Manager will be required to work within the EU Matters/Funding & Industry HR Unit within the Strategic Development Directorate to achieve the following objectives:

- The main aim of the position is to keep abreast of possible funding, both locally available as well as the direct and indirect funding opportunities emerging from the EU institutions of relevance to both industry HR development and wider Tourism Product Development opportunities.
- These possibilities are to be communicated internally within the Authority and, where applicable, to the wider Tourism Industry Stakeholders.
- Also, to be directly responsible for the implementation of the Industry HR element funding component whilst serving as an interface for the Product Development related funding component.

### **Main Duties and Responsibilities**

- Familiarisation with Local Funding possibilities adequate for the Tourism Industry; Familiarization with EU principles in relation to EU funding programmes;
- Familiarization with the EU Funding Portal and the search for partners;
- Familiarisation with the different segments of EU funding including the Structural Funds;
- Participating in online information sessions on the different EU funds;
- Assessment of funding calls and how the Authority and the tourism sector could benefit from such calls;
- Assessment of the programme guide published by the European Commission for the EU funds and assess regulations and implementation phase of the funds;
- Coming up with creative ideas on how MTA could benefit from a fund application;
- Knowledgeable on the MTA Tourism Strategy;
- Working with appointed consultants in building the project idea into an application form and focusing on the added value of such project on the Maltese tourism sector;
- Reviewing EU regulations, such as state aid regulations, NUTS classifications, etc;
- Analysing proposals for project partnerships which reach the MTA from foreign organisations setting up consortia for project implementation and the value of MTA to be in such a partnership;
- Submitting applications for EU funded projects and adhering to tight deadlines;
- Other responsibilities as requested by the Chief Officer or his deputy;
- Taking on the role/position of a project leader for specific EU funded projects of a Strategic and Industry HR nature;
- Partial participation in the implementation phase of other EU funded projects, if required.

The MTA reserves the right to transfer and assign duties in a similar position within other departments as per the Authority's work exigencies

### **Competencies**

- Must have strategic thinking capabilities and possess a high degree of problem solving skills;
- Must be capable of taking independent decisions when the need arises;
- Must be able to contribute proactively to decision making;
- Must have good people skills and demonstrate good judgment, mental alertness, tact, courtesy and integrity at all times;
- Must have excellent communication skills;
- Must possess excellent knowledge in the use of Microsoft applications, especially Excel, Word, Power Point, and Outlook;
- Must be capable of delivering quick solutions;
- Must be organised and possess good time management and be flexible in working arrangements;
- Must be an effective listener and able to manage multi-disciplinary projects while paying attention to detail at all times;
- Must be result and goal oriented: able to achieve targets and work towards the department's overall goals;
- Must be efficient under pressure, work with minimal supervision and adaptable to conflict resolution;
- Must be smart in appearance, friendly, energetic, outgoing and show initiative;
- Must be a responsible and mature hands-on individual
- Must be a team player;
- Must have proven analytical skills;
- Must possess sound negotiating skills;
- Must possess good presentation skills;
- Must be willing to further enhance their education and skills through departmental training ensuring personal growth and development within the Segment;
- Must have excellent communication skills in Maltese and English, both written and oral.

### **Qualifications and Experience**

Eligible applicants must be:

- In possession of a recognised Post Graduate Degree (Masters) at MQF Level 7, or an appropriate, recognised comparable qualification in European Studies, Management, Tourism Studies or related subject area, and two (2) years relevant work experience in related fields.

**OR**

- In possession of a recognized First Degree at MQF level 6, or an appropriate, recognised comparable qualification in European Studies, Management, Tourism Studies or a related subject area, and four (4) years relevant work experience in related fields.

Previous experience with EU Policy and EU funded projects will be considered as an asset.

**Note:**

- a) *With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education (NCFHE), or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.*
- b) *Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the department/directorate receiving the applications, indicating clearly the reasons for the delay. Requests for extensions beyond this period are to be submitted for the consideration of the Public Service Commission.*
- c) *Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the National Commission for Further and Higher Education website (<https://ncfhe.gov.mt>). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC in such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.*
- d) *MTA is an equal opportunity employer and commits itself to select the right candidates irrespective of gender, ethnicity, culture, religion, income, marital status, sexual orientation, age, class, or disability.*

**Interested candidates are to submit their application together with an up-to-date detailed Europass CV and copies of qualification certificates to the Human Resources Department on [vacancies.mta@visitmalta.com](mailto:vacancies.mta@visitmalta.com) by not later than Friday 5<sup>th</sup> September 2025**

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