

JOB DESCRIPTION – ASSISTANT MANAGER - EU FUNDED PROJECT (DEFINITE CONTRACT)

Department : EU Matters/Funding & Industry HR Unit

Reports to: Manager EU Funding/Project Leader ESF+ Training Project

Main Objectives of the Job:

The Assistant Manager – EU Funded Project will support the EU Funds Manager/Project Leader within the EU Matters/Funding & industry HR Unit in the day-to-day coordination and administration of the ESF+ Training Project aimed at the Tourism Industry. This role will focus particularly on project reporting to the Managing Authority and on managing all payment processes in strict accordance with EU funding regulations. The position is offered on a 3-year definite contract basis during the project's implementation phase.

Main Duties and Responsibilities:

- Assist the **EU Funds Manager/Project Leader** in all aspects of project coordination and administration.
- Prepare, compile, and submit all necessary reports and documentation required by the Managing Authority and other relevant bodies.
- Monitor project timelines, deliverables, and ensure compliance with all administrative and financial regulations.
- Support the processing, verification, and documentation of all project-related payments, ensuring adherence to both EU and internal procedures.
- Assist in tracking project budgets and expenditures, maintaining accurate and up-to-date financial records.
- Liaise with suppliers, contractors, and partners for payment and documentation queries.
- Maintain organized project files and records, both physically and digitally, for audit and reporting purposes.
- Contribute to the preparation for audits, inspections, and respond to requests for information from EU or national authorities.
- Support the organisation of project meetings, information sessions, and workshops as required.
- Undertake other administrative and project-related duties as assigned by management to ensure the successful delivery of the project.

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:

The employee must:

- Previous experience in administration, finance, or EU funded project support will be considered an asset.

- Sound knowledge of financial processes, reporting, and compliance requirements in the context of EU funding will be considered an asset.
- Excellent written and verbal communication skills in English and Maltese.
- Strong organisational skills, attention to detail, and ability to work effectively as part of a team.
- Proficiency in Microsoft Office applications, especially Excel and Word.

Qualifications & Experience:

Applicants must be:

- In possession of a recognized post-graduate degree (Masters') at MQF level 7, or an appropriate, recognized, comparable qualification in Management, Public Administration, Finance, European Studies, or a related subject area;

OR

- In possession of a recognized first degree at MQF level 6, or an appropriate, recognized comparable qualification in Management, Public Administration, Finance, European Studies, or a related subject area and two (2) years relevant work experience in related fields ;

Contract Terms:

- Full time 3-year **definite** contract during the project implementation phase.

Note:

- 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.*
- 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.*
- 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 copy of qualification certificates to the Human Resources Department on vacancies.mta@visitmalta.com by not later than Wednesday 19th November 2025.

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