

Position Description			
Title:	Senior Manager EU & International Affairs	Grade:	Management
Division:	Chairperson's Office	Jobsplus Permit no:	653/2019

Overall Purpose of Position

The Senior Manager EU & International Affairs is:

- To ensure that the MCCAA's obligations in relation to EU and national laws emanating from EU rules are fulfilled;
- To ensure that the Authority is represented at EU level, as applicable, through its active contribution to the relevant national positions at EU and international fora, and physical presence of its experts at meetings;
- To develop the necessary strategies in view of the responsibilities of the Authority;
- To actively work towards meeting targets established by the Authority.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- To implement mechanisms to ensure effective monitoring of activity at the EU level so that the Authority is fully updated in a timely manner of all EU developments having an impact on the work of the Authority;
- To actively ensure that the Authority is apprised of and complies with all EU rules applicable to it;
- To ensure timely action by the Authority on matters arising at the EU level, by bringing to the attention of the relevant officers any matters as necessary, in good time to ensure: (a) full compliance with applicable EU rules; and (b) effective representation of the Authority's and Malta's positions, as appropriate;
- To co-ordinate the compilation of and recommends position's and actions to be taken by the Authority, following consultation with the relevant experts, including external third parties, if and when appropriate;

- To prepare position papers and brief officers at all levels of the hierarchy, prior to participation in EU and international matters as may be necessary;
- To debrief Ministry / National officials on matters related to the EU and international matters falling within the remit of the Authority;
- To organise meetings with EU officials as appropriate and prepare relevant background notes on all matters on the agenda and briefs officials participating in meetings as necessary;
- To participate at EU level and international meetings and represents the authority as appropriate
- To establish a fruitful and effective working relationship with counterparts and colleagues, as appropriate;
- To act as the Authority's single point of contact for all EU and international matters;
- To maintain a record of all documentation exchanges with the EU and international institutions;
- To ensure that all relevant deadlines, including those for feedback submission and transpositions are met without exception
- To represent, as instructed, the Authority at national meetings related to EU and international matters;
- To assist in ensuring that the quality system of MCCAA is implemented and maintained in accordance with the requirements of SM EN ISO 9001:2015 and any applicable amendments;
- To manage and implement EU funded projects aimed towards achieving the established targets;
- To ensure that the transposition of EU legislation under the department remit is done in a timely manner so that the Authority effectively responds to changes when necessary;
- To carry out effectively any other duties and responsibilities as directed by the Chairperson's Office.

Working Conditions

- Expected to work flexible hours in order to meet accountabilities and attend to work after office hours, as may be required;
- May be required to travel on company business;
- Abide by rules and regulations issued by MCCAA;
- Consult with other departmental managers as may be required;
- Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided;
- The nature of this position requires the employee to be physically present during office hours.

Qualifications and Experience

- (i) Have an excellent command of the Maltese and English languages;
- (ii) In possession of a recognised qualification at MQF level 6 in the area of European Studies or Management, or an appropriate, recognised, comparable qualification plus four (4) years relevant work experience within the international environment, of which two (2) years must be in a managerial role;

A post graduate qualification at MQF level 7 in an appropriate recognised, comparable qualification in a relevant field, will be considered an asset.

Interpersonal Skills

- Excellent oral and written communication skills in both Maltese and English;
- Work under limited supervision;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Strong competency in record keeping using databases and spreadsheets;
- Highly organised and flexible;
- Able to maintain a professional approach at all times.

Interested candidates are to send their motivation letter, clearly quoting the position being applied for, together with a detailed Europass CV, to the Human Resources Director by

email on careers.hr@mccaa.org.mt by the 20 September 2019. Late applications will not be considered.