

**Public Call for post of
PROGRAMME OFFICER
with the European Union Programmes Agency (EUPA)**

1. Post of Programme Officer

- 1.1 The selected candidate will enter into an indefinite contract with EUPA, subject to a probationary period of one (1) year. Unsatisfactory performance during the probation period will lead to termination of the employment contract.
- 1.2 The salary attached to the post of a full-time Programme Officer is equivalent to €21,942 + 2023 Cost of Living Adjustment (starting salary) per annum, with Collective Agreement increase and increment reaching a maximum salary of €27,482.

2. Deadline and submission for applications

- 2.1 Applicants are required to submit Curriculum Vitae, preferably in Europass format and motivation letter, which must be received by the EUPA by not later than the **12th February 2023**.
- 2.2 Applications by e-mail are to be sent to **hr.eupa@gov.mt**

3. Acknowledgement of applications

- 3.1 Applications received via e-mail shall be acknowledged via the same sending e-mail address.

4. Job Description - overall responsibilities, key duties and reporting line

The overall responsibility of Programme Officer within the EUPA is to ensure the successful implementation of the EU-Funded programmes in line with European Commission's guidelines. In this respect, the Programme Officer within EUPA must maintain oneself regularly updated and conversant on documentation and issues relevant to the carrying out of one's duties.

The specific responsibility of the Programme Officer is to ensure that work plans of different programmes and services offered by EUPA are fully carried out, and the awarded projects are properly managed and implemented by the project coordinators/ beneficiaries to maximise the use of EU funds, including the dissemination and exploitation of project results.

Key Duties

The Programme Officer is responsible for the following:

Generic

- Implementation of commitments as detailed in the annual work programmes;
- Ensure timely updating of data presented online;
- Participate in meetings organised at national and European level as required by the EUPA;
- Participate in internal committee meetings as directed by EUPA management;
- Ensure that the EUPA Manual of Internal Control Procedures, the EUPA Code of Ethics and any other circulars issued by EUPA management are adhered to all the time;
- Ensure deadlines set by management are achieved effectively and efficiently.

Specific Duties

Project Initiation / Planning Cycle

- Assist in the drawing up of needs of the programmes and work plans;

- Support the Programme Coordination, Communications and Outreach Unit in delivering the correct and up-to-date information to beneficiaries and service users prior to commencement of project and other activities;
- Conduct eligibility review of applications and/or applicants within the business cluster;
- Review of the comments drawn up by the external evaluators which are updated on the electronic system;
- Support the process of compilation of letters, notifying the beneficiaries of the project application outcomes and results.

Project Administration and Management

- Closely follow up the life cycle of projects and of service delivery requests assigned/received within the respective business cluster;
- Keep project files updated and properly documented, for submitted applications, ongoing projects and service requests under the assigned programmes in the respective business cluster until the stage of closure of file;
- Propose plans for monitoring visits in coordination with the Line Manager;
- Prepare the necessary documentation prior to 'On The Spot' and any other monitoring visits / checks carried out;
- Contact beneficiaries for appointments;
- Compile documentation, record and highlight action points;
- Follow up on action points of 'On The Spot' report and other reports;
- Maintain updated qualitative and quantitative data on the specific activities of the assigned programmes and on services offered within the business unit, including data relating (i) to submitted applications, (ii) awarded projects, (iii) services/assistance provided to beneficiaries and service users, (iv) requests for information and for services on assigned programmes, when relevant.
- Maintain timely and proactive contact with the relevant official networks on assigned programmes, and be aware of relevant updates within these networks;
- Liaise with the Finance Unit to ensure timely payments;
- Liaise with the Finance and Administration Unit to achieve timely communication with beneficiaries, particularly with respect to reminders or notifications;
- Liaise with the Programme Coordination, Communication & Outreach Unit when organising project / service events or general monitoring events.

Monitoring and Implementation

- Notify beneficiaries and prepare necessary documentation prior to the meeting;
- Send timely feedback to beneficiaries /service users following bilateral or other meetings held. Subsequently follow ups on established action points;
- Follow up beneficiaries in a consistent and timely manner to pre-empt issues;
- Update the status of projects within the web applications (management tools) in line with the project life cycle;
- Compile reports and send feedback to respective beneficiaries;
- Carry out qualitative analysis of progress/ interim reports within stipulated time frames as set in the Manual of Procedures;
- Send timely feedback on final reports to beneficiaries, send requests for clarification and follow-up on these requests or additional documentation;
- Keep regular and timely contact with beneficiaries as required;
- Keep relevant and timely contact with service users and national stakeholders of Networks on assigned programmes;
- Provide technical assistance to beneficiaries / service users on project management up to final report stage;

Other Specific Duties

- The Programme Officer shall keep his/her immediate superior / Line Manager, Programme Managers, Chief Executive Officer / National Coordinator and any other relevant member of the management team, fully informed in a timely manner, on:
 - the progress and condition of the assigned programmes;
 - all important and relevant factors influencing these programmes;
 - all important updates on assigned networks that are issued by the European Commission and any other official organisation / entity governing the networks.
- The Programme Officer shall be required to suggest or select good practice projects and to compile summary or synopsis of selected project / service for use in publications or to invite beneficiaries to participate in specific information/valorisation activities.
- The Programme Officer may be assigned specific duties related to the specific programme/s and to cater for the Agency's corporate reporting requirements. Such specific duties may include drawing up of specific / ad-hoc reports, quarterly reports, drafting of applications, implementation of the work plan and/or work programmes, updating of website/social media applications, coordination of related activities and

contribution to the collation of material for the publication of the Agency's annual report.

Lines of Communication

Reports to: Programme Manager

5. Eligibility of Applicants

5.1 Citizenship

Applicants must be:

(a) Citizens of Malta; OR

(b) Citizens of another European Union member state; OR

(c) Citizens of other countries to which the EU provisions on free movement of persons apply (In case of difficulty the Director Citizenship and Expatriate Affairs, Ministry for Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); OR

(d) The spouse and children, even if they are third country nationals, of any person mentioned at (a), (b) and (c) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Foreign Affairs;

The appointment of candidates referred to at (b), (c) and (d) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

5.2 Academic qualification, experience and proficiencies

- A recognised MQF Level 6 qualification with a minimum of 180 ECTS/ECVETS, OR in the process of obtaining the recognised qualification at MQF level 6 within 6 months from publication of the call;
- Proficient in the Maltese* and English Language;
- Experience in project management and/or project administration will be considered an asset;
- Experience in managing / administering EU funded projects will be considered an asset;
- Experience in monitoring of projects will be considered an asset;
- Good communication skills;
- Able to work in a team environment;
- Ability to use electronic office equipment, office automation and office-related software.
- Of good moral character (applicants who are already in the Public Service must produce a Service ad Leave Record Form (GP 47); those applying from outside the Service must produce a recent Certificate of conduct issued by the Police not earlier than one (1) month from the date of this call for applications.

*Should the successful candidate not be proficient in the Maltese language, he/she will be obliged to successfully complete a Maltese Language Course to acquire proficiency in the use of the Maltese language prior to the termination of the probation period.

5.3 Good moral Character

Applicants must be of good moral character and must produce a recent Certificate of conduct issued by the Police not earlier than one (1) month from the deadline of this call for applications.

6. Submission of recognition statements in respect of qualifications

- 6.1 With the exception of those qualifications referred to in articles 6.2 and 6.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further & Higher Education Authority (MFHEA), which is to be obtained by submitting an online “Application for the Recognition of Qualifications” at <https://services.ncfhe.gov.mt/CertificationApplication.aspx>. Such statement should be attached to the application and the original presented at the interview.
- 6.2 Prior to requesting recognition statements as per article 6.1 above in respect of their qualifications, candidates should first consult the “List of Licensed Providers and Accredited Programmes” of the MFHEA which can be accessed on <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>. Applicants are exempt from submitting a recognition statement as mentioned in article 6.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.
- 6.3 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the MFHEA, which on the certificates states: ‘The Malta Further & Higher Education Authority deems this certificate to be MQF ____’.
- 6.4 In the case of qualifications not covered by articles 6.2 and 6.3, applicants are to submit the recognition statement as described in article 6.1. Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to EUPA as soon as it is available, and, in any case, by not later than one (1) month for the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MQRIC equivalence of their qualification/s. Should the equivalence report be in the negative or not presented within one (1) month from the closing date of the call for applications, such applicants will be disqualified from the selection process. Moreover, subject to availability of vacancies, appointment cannot be made before the positive equivalence report is received from MQRIC.

7. Selection of candidates, publication of results and petitions on the results

- 7.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 7.2 Candidates must provide an original, official identity document (identity card or passport) for verification at the interview.
- 7.3 Candidates must invariably produce original certificates for verification at the interview.
- 7.4 The result of the interviews will be published by the European Union Programmes Agency and exhibited on the noticeboard in the main entrance hall of the European Union Programmes Agency.
- 7.5 The result of the interview will remain valid for a period of two (2) years from the date of publication. The result of the interview will serve to fill vacancies recurring in the particular post during the validity period.
- 7.6 Petitions objecting to the result are to be submitted at European Union Programmes Agency, The Oaks Business Centre, Level 3, Farsons Street, Hamrun, HMR 1325, Malta. Petitions are to reach the European Union Programmes Agency within ten (10) working days from the date of publication of the results of selection.

8. Reasonable accommodation for registered persons with disability

- 8.1 Persons registered with the National Commission for Persons with a Disability (KNPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy, in full, the requirements for this post/position, provided they can carry out, in essence, the duties related to the post/position and subject to the approval of the Public Service Commission.

8.2 Representations in terms of this clause should be supported with relevant documents which must also include documentary evidence of registration with the KNPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the Chief Executive Officer - EUPA and copied to the KNPD.

9. Medical Examination

9.1 The selected applicant may be required to take a medical examination to ascertain that he/she is fit for the post.

10. Retention of Documents

10.1 All other applications will be retained for one (1) year subsequent to the validity period of this call for applications (unless, in the interim, a petition connected with this call for applications has been filed).