

## Post of Senior Manager (Project Implementation) at the Malta Food Agency

<b>Title:</b> Senior Manager (Project Implementation)	<b>Department:</b> Operations and Projects
<b>Complement:</b> 2	<b>Reporting to:</b> Chief Officer

*Nomenclatures denoting the male gender include also the female gender.*

In relation with the Food Incubation Hub, project issued under the Call, Intervention 73.4-Off-farm Productive Investments (Processing), with the length of 24 months, starting as of November 2024, the MFA is issuing a call for two (2) Project Implementation Senior Managers to manage and coordinate the administrative implementation of the project.

Project name: Food Incubation Hub

### 1. Terms and Conditions:

- 1.1 This appointment is definite for 48 months and subject to a probationary period of 6 months.
- 1.2 The salary for the post of Senior Manager the year 2024 is €34,455 per annum, an all inclusive Communication Allowance of €800 per annum, a Disturbance Allowance of up to 15% and a Performance Bonus of up to 15%.
- 1.3 The result will be valid for a period of one (1) year from the date of publication.

## 2 Duties:

The Senior Manager (Project Implementation) will lead and manage the implementation of the project, ensuring that client expectations are met and that the Agency's resources are effectively utilized. This role involves working closely with internal stakeholders, external clients, and cross-functional teams to deliver projects that align with business goals.

### Key Responsibility:

The Senior Manager (Project Implementation) will be responsible for overseeing and leading the successful implementation of the project. The role typically involves cross-functional coordination, managing teams, ensuring adherence to budget and timelines, and driving process improvements.

### **AUTHORITY – Decision Making Functions**

- Autonomy to carry out the job within parameters set by the Department's Chief Officer
- Act as a point of reference for the Department
- Decisions are of operational nature and generally across the Department
- Discretion to vary the Unit's daily operational processes whilst keeping in line with established policies
- Manage people within the Unit - to appraise, mentor, coach and discipline

### **Leadership**

- Lead the Unit to implement goals in line with strategic objectives by establishing clear directions, setting challenging goals and assigning duties according to the competencies of individuals. This requires establishing an effective work plan and distributing the workload appropriately.

### **Management**

- Plan, organise and coordinate tasks within the team to achieve Unit objectives. Direct the team operations and maintain control of the processes to attain Unit goals. Clearly communicates expectations to the team, assigning responsibility for tasks and decisions. This requires monitoring and evaluation of processes, progress, and results with regular interaction with team members for feedback.

### **People Management**

- **Motivation:** Responsible for the motivation of all employees within the Unit by creating a positive work climate, empowering others, promoting confidence and optimism within the Unit. This requires actively encouraging participation for successful motivation of Unit team members.
- **Employee Development:** Mentors employees within the Unit for enhanced performance by identifying different methods to challenge others and implement them.
- **Communication:** Responsible for channelling communication between the respective Chief Officer and Unit members. This requires facilitating open communication between members and dissemination of information.

### **Operational Management**

- Responsible for management and coordination of operations within the Unit. This requires exploring operational needs, issues, and opportunities, contributing to operational improvements within the Unit and overall Agency. Ensuring that operational methods, procedures, and tools are established, reviewed and maintained.

### **Technical Management**

- To act as a reference point for the Unit in terms of technical expertise. This requires using a combination of logic, experience, knowledge, and methods to make decisions and to solve problems. This requires the ability to probe appropriate sources for relevant information and demonstrating persistence and skill in gathering information. It incorporates the provision of solutions and suggestions that are effective over time.

### General Duties with the Assigned Responsibilities:

- **Project Leadership:** Lead the implementation process from project initiation to completion, ensuring that all deliverables meet scope, time, cost, and quality expectations.
- **Team Management:** Manage, mentor, and lead a team of implementation managers or project leads, providing guidance, setting goals, and ensuring development.
- **Client Management:** Act as a key point of contact for clients throughout the implementation process, understanding their needs, resolving issues, and ensuring satisfaction.
- **Cross-Functional Collaboration:** Collaborate with other departments to ensure smooth project execution and alignment with organizational objectives.
- **Budget & Resource Allocation:** Oversee project budgets, resource allocation, and cost optimization strategies to ensure project profitability and efficiency.
- **Risk Management:** Identify potential risks early in the implementation process and work proactively to mitigate them, ensuring projects remain on track.
- **Process Improvement:** Continuously assess and improve implementation processes, methodologies, and tools to enhance efficiency and quality of delivery.
- **Stakeholder Communication:** Provide regular updates and reports to senior leadership and stakeholders on project progress, challenges, and outcomes.
- **Compliance & Standards:** Ensure that all implementations meet regulatory, contractual, and Agency standards and requirements.
- Undertake any other tasks, which the superior may delegate to him/her, as may be required.
- Any other duties as directed by the Chief Executive Officer

### Personal Competencies:

- i. Knowledge of Agricultural produce, Agency and Government policies
- ii. Project Management Skills
- iii. Leadership and management skills
- iv. Analytical and Problem-solving skills
- v. Decision making
- vi. Strategic Thinking
- vii. Negotiation Skills
- viii. Interpersonal communication
  - i. Highly responsible
  - ii. Committed and abides strictly to deadlines
  - iii. Willingness to remain continuously updated on areas directly related to the field

- iv. Attention to detail
- v. Ability to withstand various pressures
- vi. Team Player

### **3 Eligibility Requirements:**

3.1 By the closing time and date of this call for applications, applicants must be:

- i. a. citizens of Malta; or
  - b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
  - c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
  - d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
  - e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or
  - f. in possession of a residence document issued in terms of the 'Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations'.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. must be proficient in the Maltese and English languages;

AND

- iii. In possession of a recognised Master's qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVE credits, or equivalent\*) in Business Administration, Management, Engineering or a related relevant comparable professional qualification, plus a minimum of three (3) years' relevant work experience, of which one (1) year must be in a management position comparable to Grade 2 (Manager).

*\*A recognised Master's qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Master's recognition statement being submitted with the application. A recognised Master's qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVE credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.*

OR

iv. In possession of a Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent in Business Administration, Management, Engineering or a related relevant comparable professional qualification, plus a minimum of five (5) years' relevant work experience, of which one (1) year must be in a management position comparable to Grade 2 (Manager).

Experience in EU Funded Projects will be considered an asset.

3.2 (i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award of the qualification in question.

(iii) Furthermore, candidates who are currently following a recognised programme of study at a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/ECVETS credits, or equivalent, and attained the required MQF.

3.3 Furthermore, candidates who have not yet formally obtained the qualification specified in paragraph 3.1 will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. Appointees must obtain, or be approved, for the award of such qualification **within one year of their appointment date**. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

(a) The probation period and progression entitlement (as the case may be) start to count from date of appointment.

(b) Such appointees will not benefit from any allowances until attainment of, or are approved for the indicated qualification referred to in clause 3.1 and 3.2.

3.4 Applicants must be of conduct which is appropriate to the post applied for.

3.5 Applicants must be eligible to take up their due appointment, in terms of 3.1 to 3.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

3.6 Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the Human Resources Unit of the Malta Food Agency (if result has been published) upon any change in the status

of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

3.7 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

#### **4 Submission of Supporting Documentation**

4.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and submitted to the Human Resources Unit within the Agency.

4.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

#### **5 Selection Procedures**

5.1 Eligible applicants will be assessed by a selection board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 3.1 to 3.4, have proven relevant work experience.

#### **6 Submission of Applications**

6.1 Applications are to be submitted, for the attention of the **Senior Manager Human Resources of the Malta Food Agency, Malta Food Agency, Human Resources Unit, Pitkali Markets, Ta' Qali**. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). A Certificate of Conduct which has been issued not earlier than one (1) month from the date of application. The closing date of the receipt of applications is **Monday 16<sup>th</sup> December, 2024** concerning the submission of applications are contained in the general provisions referred to below.

6.2 It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

6.3 Applications which are received after closing date and time (i.e. late applications) would not be accepted.

6.4 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latter, to submit any incorrect or incomplete documents or missing.