



<b>Malta Food Agency Job Description</b>	
<b>Title:</b> Assistant Manager – Projects	<b>Department:</b> Business Development
<b>Reporting to:</b> Manager / Senior Manager	<b>Date:</b> January 2025

**Job Purpose:**

The Assistant Manager in the Business Development –Projects Team will play a key role in supporting the development, implementation, and management of strategic projects funded by EU and national funds. This position focuses on identifying funding opportunities, creating compelling project proposals, ensuring timely execution, and maintaining strong relationships with internal and external stakeholders. The role ensures that projects align with the agency's objectives, community engagement goals, and sustainability principles.

**Key Tasks:**

- Project Planning & Research – Conduct research to identify potential funding opportunities, including EU and other relevant funding programs. Ensure that project proposals align with the Malta Food Agency’s strategic objectives
- Proposal Development – Develop, write, and submit funding applications, collaborating with internal teams and external stakeholders to align project objectives with funding guidelines
- Project Execution – Oversee the execution of approved projects, tracking timelines, managing resources, and ensuring compliance with deliverables and budgets
- Stakeholder Engagement – Cultivate strong relationships with funding agencies, community partners, and stakeholders to maximise project outcomes
- Reporting & Documentation – Maintain thorough documentation of projects and provide regular reports on project progress, budgets, and financial outcomes
- Collaboration – Work cross-functionally with other departments to ensure that projects are aligned with agency goals and broader community initiatives

**Job Summary:**

The Assistant Manager will support the Chief Officer and the Business Development team in the planning, execution, and reporting of projects funded through national and EU funds. The role involves

a combination of research, proposal writing, project management, stakeholder engagement, and operational support. The successful candidate will play a central role in the creation of impactful projects that advance the agency's strategic goals while ensuring projects are completed on time and within budget.

**Responsibilities:**

- 1. Strategic Project Planning and Development:**
  - a. Conduct research to identify funding opportunities relevant to the agency's projects
  - b. Ensure that project proposals align with the Malta Food Agency's strategic objectives
  - c. Work with the team to develop project proposals that incorporate sustainability and community engagement principles
- 2. Proposal Development:**
  - a. Draft and submit funding applications in compliance with program guidelines and deadlines
  - b. Collaborate with cross-functional teams to develop clear, compelling project proposals that meet both agency goals and funding requirements
- 3. Stakeholder Engagement and Collaboration:**
  - a. Build and maintain relationships with external stakeholders, including funding agencies, community partners, and local authorities
  - b. Foster collaboration between internal teams and external partners to ensure project success
- 4. Reporting and Documentation:**
  - a. Maintain accurate and comprehensive records of all project-related activities, including milestones, budgets, and deliverables
  - b. Prepare regular progress reports and updates for all concerned stakeholders
- 5. Promotional and Event Management:**
  - a. Assist in developing communication strategies to promote project activities and outcomes
  - b. Organise and coordinate events and public engagements that showcase the progress and impact of projects
- 6. Leadership and Administrative Support:**
  - a. Provide guidance to project teams, ensuring effective teamwork and collaboration
  - b. Support the unit with administrative tasks related to project execution, including meeting agendas, minutes, and resource management

**General Employee Duties with the Assigned Responsibilities:**

- Actively participate in meetings, workshops, and conferences related to project management and funding opportunities
- Coordinate resources and help ensure efficient execution of projects, adhering to budgets and deadlines
- Provide support to the project team, ensuring that all tasks are completed efficiently
- Maintain clear documentation of project activities, funding applications and reports

- Liaise with both internal teams and external stakeholders to ensure alignment with project goals and objectives
- Carry out any other duties assigned by the Chief Officer or senior management, contributing to the success of the agency's overall objectives

**Personal Competencies:**

- Project Management Skills – Proven ability to plan, execute, and manage multiple projects simultaneously, ensuring timelines and budgets are met
- Communication Skills – Excellent written and verbal communication skills, with the ability to develop clear proposals and reports, and effectively engage with stakeholders
- Research and Analytical Skills – Strong analytical skills, with the ability to identify funding opportunities, analyse requirements, and develop strategies for project success
- Financial Management – Experience in managing project budgets, ensuring compliance with financial regulations, and reporting on financial progress
- Team Collaboration – Ability to work effectively with cross-functional teams, internal departments, and external partners to achieve project goals
- Interpersonal Skills – Strong relationship-building abilities, with experience in managing relationships with external stakeholders and partners
- Proactive and Self-Motivated – Ability to take initiative, prioritise tasks, and work independently while contributing to team goals
- Attention to Detail – High attention to detail, ensuring that project proposals, budgets, and reports are accurate and meet all relevant requirements

**Experience and qualifications requirements:**

Eligible applicants must be proficient in Maltese and English languages and meet one of the following criteria:

A recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent in Funding and Projects, Business Management or Business Administration or a recognised comparable professional qualification at MQF Level 6.

OR

A recognised MQF qualification at Level 5 (subject to a minimum of 60 ECTS/ECVET credits or equivalent), in Funding and Projects, Business Management or Business Administration or a recognised comparable professional qualification at MQF Level 5 plus a minimum of five (5) years' relevant work experience.

AND

A clean Police Conduct

**Remuneration:**

The salary for the post of Assistant Manager is Grade 3, which in the year 2025 is equivalent to €25,946 per annum, rising by annual increments of €487 up to a maximum of €29,355.

If you meet the qualifications and experience outlined above and are ready to contribute your expertise to the growth and success of the Malta Food Agency, we invite you to submit your application, including your resume and a covering letter demonstrating your suitability for the position.