

JOB DESCRIPTION

Job Title	Project Manager
Contract Type	Definite – 5 Years
Grade	Manager A
Directorate	Chairman's Office
Unit	Malta National Electromobility Platform
Report To	Manager MNEP & EU Projects
Direct Subordinates	According to the exigencies of the service

MAIN JOB PURPOSE

This post is project based and related to a specific EU co funded project. Once the project has been completed, the holder of the post will revert to his/her present day grade. This notwithstanding, the employee concerned can still apply for all internal calls issued during the said 5 year period

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
Main Responsibilities	<ol style="list-style-type: none"> 1. To coordinate the implementation of the assigned project/s according to the rules and regulations set by the Funding Programme, the Application Form and Grant Agreement. The role includes the coordination of all aspects of the public procurement process, ensuring the effective disbursement of funds and sound management of assigned project's budget, maintain set deadlines and standards during the implementation of actions and contracted project deliverables, coordinate and compile as necessary the progress, financial and monitoring reporting required. 2. Assist and coordinate as necessary tasks and activities as assigned by Direct Manager.
General Operational Management	<ol style="list-style-type: none"> 3. To coordinate the assigned EU funded project/s in line with established Grant Agreement, Funding Programme, TM, national and EU procedures during all phases of the project's lifetime. This role includes: <ul style="list-style-type: none"> • Be the main contact point on all matters related to the project/s assigned; • coordinate all aspects of the public procurement process; • ensure effective disbursement of funds and sound management of project/s' budgets; • Coordinate and cooperate with the relevant Units and Directorates within the Authority; • Be the main contact point with external stakeholders relevant to the project and ensure cooperation and a good working

Key Responsibilities	Key Elements
	<p>relationship with all relevant stakeholders;</p> <ul style="list-style-type: none"> • Represent the Authority at meetings , internal and external, relevant to the project; • ensure a transparent audit trail; • maintain set deadlines and standards during the implementation of actions and contracted project deliverables; • coordinate and compile as necessary the progress, financial and monitoring reporting required for the project; • ensure that project contracted deliverables are met as per Grant Agreement; • be the main contact point for any given project’s Managing Authority, First Level Controller, External Auditor and other external counterparts as necessary; • Ensure that publicity requirements are met; • Coordinate the organisation of events to be hosted by Transport Malta as part of project’s implementation; • Maximise the promotion of the project’s objectives, deliverables and results. <p>4. Assist in the technical and financial compilation of Application Forms for EU funding as assigned.</p> <p>5. Assist in the tasks assigned to the Unit as necessary.</p>
Team Leadership Management	<p>6. Be the main contact point on matters related to the project both within and outside the Authority;</p> <p>7. Establish a good working relationship with all stakeholders related to the project;</p> <p>8. Promote working as a team within the Unit, Directorate and within the organisation.</p>
Quality Assurance	<p>9. Follow established Procedures for the compilation and submission of successful and comprehensive management and financial reporting;</p> <p>10. Ensure that all requirements imposed by local and EU legislation - such as the eligibility of costs, publicity, deadlines – are adhered to;</p> <p>11. Prepare an annual programme of works and provide regular updates.</p>
Internal Relations	<p>12. Participate in meetings as required (local and abroad);</p> <p>13. Self-educate on TM general operations, EU Funding rules and regulations and the official procurement process.</p>
External Relations	<p>14. Respect clear lines of communication and hold regular internal meetings to discuss project progress;</p> <p>15. Establish clear lines of communication and hold regular external meetings with stakeholders;</p> <p>16. Coordinate and manage the submission of progress and financial reports to external entities as required.</p>

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be.

Key Decision Making Areas

- Day-to-day project implementation

Key Performance Indicators (KPIs)

- Meeting of Deadlines as set at EU/Contracting Authority level;
- Adherence of EU rules and regulations during implementation of Projects assigned;
- Implementation of deliverables as indicated in the grant agreement;
- Sound Financial management of tasks and projects assigned;
- Clear and transparent auditing trail for projects assigned.

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

Essential

1. Qualifications

Qualified (Bachelor's Degree/ qualification at a tertiary level) in Project Management/ Economics and/or Business Management/ Accounting or a related field.

- **Experience**

Two years experience in a similar position including experience in public procurement process and EU Funds management.

2. Skills

- Excellent standard of written and spoken English and Maltese;
- Excellent report writing skills;
- Numerically proficient and information focused;
- Highly organized, rational and able to propose solutions / decisions;
- Positive attitude and able to challenge objectively with a 'can do' attitude;
- Able to build good business working relations with internal / external customers;
- Excellent interpersonal skills;
- Trustworthy and of high moral integrity;
- IT Office Application skills including Microsoft Database, Word and Excel and PowerPoint

3. Other Attributes

- Ability to meet deadlines and perform under pressure;
- Trustworthy and of high moral integrity

