

JOB DESCRIPTION

Position: *Market-Based Measures Head*

Reports to: *Regulatory Chief Officer/Line Supervisor*

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind in Europe, and we know our excellence depends on our staff. Our leadership needs an experienced and dedicated Head to drive workflows and ensure high levels of performance amongst the team. The Head of Market-Based Measures role is responsible for the fulfilment of duties within the Climate Action Authority, as assigned to them, and in line with the aims and objectives of the Authority and in accordance with relevant legal instruments, including, *inter alia*, the Authority Act, subsidiary national legislation, and European Union and international legal instruments as may be applicable.

Specifically, the Market-Based Measures Head plays a crucial role in coordinating the implementation of these measures for which the Authority is designated as the competent authority of Malta, including, *inter alia*, the European Union Emissions Trading System (EU ETS), the International Civil Aviation Organisation (ICAO) Carbon Offsetting and Reduction Scheme for International Aviation (CORSA), and the Carbon Border Adjustment Mechanism (CBAM).

2. POSITION OBJECTIVES

- To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority;
- To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling of assigned duties.

3. DUTIES OF MARKET-BASED MEASURES HEAD

The Market-Based Measures Head is responsible for the satisfactory performance of the duties in Annex A.

The Market-Based Measures Head shall foster, promote and contribute to a culture of work ethic and service to the public and suppliers.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Chief Officer Regulatory.

The Market-Based Measures Head may be required to coordinate teams within the Authority to work on specific tasks or projects, and thus be responsible for one or more other staff members.

4.2 Authority

The Head of Market-Based Measures has the authority to take any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the Line Superior or their representative.

4.3 Responsibility

The Market-Based Measures Head is responsible for the satisfactory performance of all the above duties.

4.4 Accountability

The Market-Based Measures Head is accountable for all the duties undertaken. The performance and effectiveness of the appointee will be gauged by considering the following:

- the provision of technical advice and expertise within budgets;
- the provision of services within the agreed time frames;
- the sensitivity to concepts of cost-effectiveness and added value;
- initiative and innovative spirit shown;
- quality of the service provided.

4.5 Cooperation and Teamwork

The Market-Based Measures Head shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

The Market-Based Measures Head will receive directives from the Chief Officer or their representative.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications and Experience

- Bachelor's degree in Engineering, Environmental Science, Public Policy, Economics, or a related field preferably with minimum of 7 years of working experience and 4 years in a leadership role with a demonstrated track record of success.
- Experience in Climate Change Science or related fields to the post, is highly desirable.
- Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet any specified subject requirements.

- A Masters' qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent. A recognised Masters' qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Masters' recognition statement being submitted with the application. A recognised Masters' qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

5.2 Other

The applicant must have:

- Ability to communicate in Maltese or/and English languages.
- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organizational skills.
- Proficiency in Microsoft Office Suite and other relevant software.

The appointment of candidates who are not citizens of Malta may 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.

6. **OTHER PROVISIONS**

6.1 This appointment is subject to a probationary period of twelve (12) months.

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

6.3 Submission of documentation

With application:

- i. CV
- ii. Covering letter
- iii. Scans of certificates/transcripts and/or testimonials or Jobsplus records or similar supporting work experience.
- iv. Scan of ID Card/ passport

At interview:

- i. Originals of certificates/transcript presented with application (for verification)
- ii. Original ID card or passport (for verification)
- iii. MQRIC certification of equivalence in case of foreign qualifications

Prior to signature of contract of employment

- i. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- ii. Certificate of good conduct (original/s)

6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Annex A

Duties and Responsibilities

- To coordinate the implementation of market-based measures for which the CAA is designated as the competent authority of Malta, including, *inter alia*, the European Union Emissions Trading System (EU ETS), the International Civil Aviation Organisation (ICAO) Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA), and the Carbon Border Adjustment Mechanism (CBAM), Union Registry and any new upcoming market based measures especially aligned with the upcoming 2040 targets;
- To plan, implement and manage relevant administrative procedures for the implementation of said market-based measures;
- To undertake any coordination that may be necessary with other government entities who may have a role or interest in the implementation of said market-based measures;
- To represent the Authority, and, or the Maltese Government, in seminars, conferences, meetings and other events, in Malta and overseas, including, in particular, meetings relating to the implementation of said market-based measures;
- To plan and coordinate services that the Authority provides to entities regulated by said market-based measures, following established procedures including, *inter alia*, helpdesk support via meetings, electronic mail, phone and other acceptable means of communication, and events such as seminars, webinars and workshops;
- To keep abreast of developments and ensure a high level of familiarization with pertinent legislation, policies and decision-making processes at national and international level, on matters relating to their area of work;
- Where it may be relevant, to provide technical expert input towards the elaboration of Malta's position in negotiations relating to market-based measures;
- To coordinate the compilation of national reporting relating to the implementation of market-based measures, to the relevant European Union or other international bodies, as may be applicable;
- To coordinate operations with the Head of Reporting and Chief Policy and Strategy sections;
- To advise on the transposition of relevant European Union legislation, into Maltese legislation as applicable;
- To coordinate work within the Market-Based measures team within the Authority, including with Team Leaders, Senior Officers and Officers.
- The Head shall be responsible to develop a strategy for this pillar as well as plan and monitor the work of the respective team, to ensure the fulfilment of the objectives of the team, and to report to their Line Superior on the progress of the work entrusted to that team;

- To identify means of generating revenues in respect to the respective field.

The Head of Market-Based Measures may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.