

## ***JOB DESCRIPTION***

***Position:***      ***Technical Senior Officer – Projects***

***Reports to:***    ***Unit Manager – Projects***

### **1.      BASIC FUNCTIONS**

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. We are seeking a reliable, proactive, and committed Technical Senior Officer to support the delivery of project activities within the Authority's Projects Unit. The selected candidate will assist in ensuring effective implementation and coordination of projects and initiatives that contribute to the Authority's objectives and operational needs.

The Technical Senior Officer will be responsible for carrying out duties assigned by the Projects Unit Manager and other senior officials, in line with the Authority's aims and objectives, and in accordance with relevant legal instruments, including the Authority Act, subsidiary national legislation, as well as applicable European Union and international frameworks.

The Technical Senior Officer will support the planning, monitoring and reporting of project activities, contributing to the smooth execution of assigned tasks within established deadlines and budgets, in alignment with the Authority's mission and functions.

### **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 TECHNICAL SENIOR OFFICER**

The Technical Senior Officer is responsible for the satisfactory performance of the duties in Annex A.

The Technical Senior Officer 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 Unit Manager for Projects

The Technical Senior Officer 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 Technical Senior Officer 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 Technical Senior Officer is responsible for the satisfactory performance of all the above duties.

### **4.4 Accountability**

The Technical Senior Officer 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;
- finding and applying new ideas and improvements that help the Authority achieve its goals;
- Earning positive feedback by working well with others and providing helpful, responsive support.

### **4.5 Cooperation and Teamwork**

The Technical Senior Officer shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

### **4.6 Supervision**

The Technical Senior Officer will receive direction from the Projects Unit Manager or their line superior.

#### 4.7 Success Metrics

- Achievement of key performance indicators related to project development, managing and implementation.
- Successful implementation of projects.

### 5. **ELIGIBILITY REQUIREMENTS**

#### 5.1 Qualifications and Experience

- Bachelor's degree in Electrical or Mechanical Engineering, preferably with at least 2 years of working experience.
- Qualifications at a level higher than a Bachelor's degree will be accepted for eligibility purposes, provided they meet any specified subject requirements and preferably with at least 1 year working experience.
- 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.
- Preference will be given to candidates with experience in clean energy technologies and energy efficiency.
- Additional preference will be given to applicants who hold a professional warrant and/or Authorisation B.

#### 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.

## **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. Copies 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. 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

- *Support in Team Collaboration*  
Work under the guidance of the Unit Manager or Line Superior to contribute to the achievement of KPIs. Assist in the coordination of project activities and collaborate with team members to ensure effective delivery. Provide input to improve internal processes and support capacity building within the team.
- *Assistance in Project Planning and Implementation*  
Support the development and implementation of climate-related projects by contributing to project documentation, task coordination, and milestone tracking. Assist in aligning project activities with the objectives of the Authority and support basic risk or feasibility assessments as required.
- *Stakeholder Engagement Support*  
Liaise with internal departments and external stakeholders to facilitate communication and information exchange. Assist in preparing presentations or materials to communicate project goals and outcomes clearly.
- *Project Support and Resource Monitoring*  
Assist in tracking project resources and timelines. Provide administrative and logistical support to ensure project components stay within scope and budget and help identify resource needs.
- *Compliance and Quality Assurance*  
Support the preparation of documentation to ensure compliance with environmental regulations, national standards, and relevant project requirements. Assist in maintaining records and aligning project actions with best practices.
- *Monitoring and Reporting Assistance*  
Contribute to the monitoring of project progress by collecting data and drafting progress updates. Assist in preparing summary reports and helping ensure project activities are delivered on time.
- *Support in Innovation and Development*  
Assist in researching relevant technologies and sustainable practices. Contribute to the identification of potential project ideas, incentives, and schemes that support the Authority's climate and sustainability objectives.

- *Digital Tools and Systems Support*  
Assist in the use and maintenance of digital tools, databases, and project management platforms used for tracking progress, managing documentation, or coordinating team activities. Provide support in data entry, updating records, and ensuring information accuracy.
- *Adaptability and Cross-Functional Collaboration*  
Support other units or cross-functional teams when required, contributing to a flexible and cooperative working environment. Be responsive to changing priorities and actively participate in knowledge sharing and continuous learning.

The Technical Senior Officer may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.