

Position of Project Manager (EU Funds Coordination) – with objective reason

Nomenclatures denoting the male gender include also the female and any other gender.

1. Introduction

The Chief Executive Officer of Aquatic Resources Malta invites interested individuals to apply for the vacant position of Project Manager within the Agency.

The Project Manager will provide support in the execution of tasks within the Human Resources and Finance Department reporting to the Chief Executive Officer and/or his delegate.

The Project Manager may be required to work under pressure and unsupervised.

2. Duration of Assignment and Conditions

The position of Project Manager is on a definite contract basis up to December 2027 with the possibility to be renewed for further periods and subject to a probation period of twelve (12) months.

Since this position is time-barred and linked to the completion of specific tasks related to Data-Collection Projects and other EU-funded projects, the position of Project Manager falls under Regulation 7(4) of Subsidiary Legislation 452.81 entitled “Contracts of Service for a Fixed Term Regulations”.

3. Duties

The responsibilities and duties of the Project Manager may include inter alia:

Responsibilities:

i) Leadership:

- Assist the Senior Executive in the coordination of departmental activities.

ii) People Management:

- Coordinate with other team members to ensure timely completion of tasks.

iii) Operational Management:

- Execute administrative tasks according to established procedures.
- Ensure compliance with organizational policies and guidelines.
- Maintain accurate records and documentation.

iv) Technical Management:

- Utilize office software and equipment to perform administrative duties.
- Assist in the maintenance of departmental databases and files.
- Provide technical support to departmental staff as required.

Specific Duties:

v) Administrative Support:

- Provide administrative support to Senior Executive, including scheduling appointments, managing correspondence, and organizing meetings.
- Prepare and distribute departmental reports, presentations, and documents.
- Maintain accurate records of departmental activities and transactions.

vi) Data Entry and Record Keeping:

- Enter data into departmental databases and systems accurately and efficiently.
- Maintain electronic and hardcopy records, ensuring they are organized and up to date.
- Retrieve information from databases and files as requested.

vii) Communication and Correspondence:

- Manage incoming and outgoing communications, including phone calls, emails, and mail.
- Respond to routine inquiries and requests for information.
- Draft and proofread correspondence, reports, and other documents.

viii) Meeting and Event Coordination:

- Schedule and coordinate meetings, appointments, and events for departmental staff.
- Prepare meeting agendas and materials and distribute them to attendees.
- Arrange for meeting facilities, equipment, and catering as needed.

ix) Specialization:

- assumes a key role in coordinating projects from start to finish;
- prepare business plans, budget plans, project briefs, tender dossiers, feasibility reports and other documents as requested;
- manages any Unit and employees assigned to him/her;
- developing and implementing strategic project management methodologies;
- monitor project progress and set deadlines;
- looking at the risks involved in a particular project and managing them;
- ensure that the project delivers the expected outcomes and benefits and identify opportunities for improvement;
- chairs, participate or assist in evaluation committees, selection boards and any other forums as needed;
- maintaining accurate records, ensuring compliance with statutory and regulatory requirements, and facilitating communication;
- oversee the development, storage, and management of official documents;
- support the higher management in their roles, providing administrative and operational assistance;
- plan, execute, and monitor EU funded projects within the Research, Sustainable Development and Education Department, ensuring they are delivered on time, within budget, and meet quality standards providing technical and procedural guidelines;

- coordinate with cross-functional departments to define project goals, objectives, and deliverables;
- identify and address any issues or bottlenecks, and implement corrective actions as necessary;
- conduct in-depth problem analysis to identify root causes and implement sustainable solutions that prevent reoccurrences;
- administer the financial procurement on any related database;
- supervises and manages employees, dealing with administrative issues and co-ordinating activities, in order to ensure quality and the timely submission of reports, documents and any other queries and work relating to the relevant scientific bodies of the European Council (EC), GFCM (General Fisheries Commission for the Mediterranean) and ICCAT (International Commission for the Conservation of Atlantic Tunas);
- works on and participates in FAO Regional projects in which the Research, Sustainable Development and Education Department is involved, including MedSudMed;
- liaises with other officers, especially those responsible for data collection and research projects, in order to ensure that all the Department's available information is used when providing the necessary advice as well as to provide advice towards data collection from an end-user perspective;
- represents the Research, Sustainable Development and Education Department at local and international conferences, meetings and workshops as required.

Any other duties as may be assigned by the Chief Executive Officer and/or his delegate.

4. Eligibility requirements

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

- 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 Identita` 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.

4.2 Furthermore, by the closing time and date of this call for applications, applicants must possess:

A recognised Master qualification at MQF Level 7 (subject to a minimum of 90

ECTS/ECVET credits*, or equivalent, with regard to programmes commencing as from October 2008) in Project Management, Economics, Social Sciences, Statistics, Finance, Business Administration, Mathematics, Quality Assurance Management or related disciplines or a comparable professional qualification, plus one (1) year relevant work experience

**A recognised Masters qualification with a minimum of 60ECTS credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application (subject to the provisions of Clause 5.4 of the General Provisions document). A recognised Masters qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.*

OR

A recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Project Management, Economics, Social Sciences, Statistics, Finance, Business Administration, Mathematics, Quality Assurance Management or related disciplines or a comparable professional qualification plus three (3) years relevant work experience

5. Submission of supporting documentation

For full consideration of applications, candidates are required to submit the following documentation:

- A detailed Curriculum Vitae (CV);
- Copies of all relevant certificates/transcripts for academic qualifications, and/or testimonials substantiating experience claimed;
- An MQRIC recognition statement for any qualification obtained from a non-local education institution (i.e. qualifications awarded from educational institutions outside Malta). Such recognition statements are issued by the Malta Further and Higher Education Authority; and,
- A copy of a valid residence and/or work permit, where applicable.

Applications that do not include **all** the required documentation by the specified deadline will not be considered.



www.aquaticresources.gov.mt



+356 2292 6900



aquaticresources@gov.mt

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

6. Selection procedure

Eligible applicants will be assessed by management to determine their suitability for the position.

Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4, have proven relevant work experience.

7. Salary

The gross salary for the position of Project Manager is €32,322 per annum for 2026 and is a Grade 1 position within the Aquatic Resources Malta salary structure. Grade 1 carries an

all-inclusive communication allowance of €1,000, an ARM allowance of €2,000 and up to 10% Performance Bonus.

8. Submission of applications

A detailed C.V. together with the relevant documentation as outlined in **Clause 5** are to reach the **Chief Executive Officer** by not later than **noon** (Central European Time) **10th July 2026**. Submissions may be done electronically at hrvacancies.arm@gov.mt.

Applications that are received after the closing date and time (i.e. late applications) will not be considered.



Dr Francis Fabri
Chief Executive Officer