

**POST OF EXECUTIVE - EU FUNDING
WITHIN MEUSAC (Malta-EU Steering & Action Committee)**

The Malta-EU Steering & Action Committee is seeking to employ an Executive - EU Funding to assist Local Councils and non-governmental organisations in applying for EU funds.

Hours of work: Minimum 40 hours per week

Qualifications: Applicants must be in possession of a University first Degree related to European Studies or a recognized comparable qualification

- (a) With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.
- (b) Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the department/directorate receiving the applications, indicating clearly the reasons for the delay. Requestes for extensions beyond this period are to be submitted for the consideration of the Public Service Commission.
- (c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website (www.mqc.gov.mt/mqric). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.

Applicants must also have the ability to communicate well in the Maltese and English languages.

Experience: Applicants must have a minimum of two (2) years relevant work experience in working with NGOs, Local Councils and familiarity with the EU funding programmes.

Salary: €17,867 - €20,788

Benefits: Performance Bonus - up to 10% of salary; Disturbance Allowance - up to 15% of salary for work performed after hours.

In their application, applicants are to submit a statement with the following information:

- a) name of the employing organisation/s in the last three years, if applicable;
- b) the reason for the cessation of the applicant's last employment, if applicable;
- c) whether the applicant has received terminal benefit/s, golden handshake/s or other monetary compensation from Public Sector entities. In the affirmative, the applicant is to state the amount paid and indicate the payer[1];
- d) whether there are refunds due in connection with sponsorships or courses sponsored by the Public Administration[2];
- e) whether there are any pending claims, in respect of (c) and (d) above, as well as any other pending claims concerning disciplinary and/or judicial action and any criminal proceedings, which are still being considered;
- f) whether there is the possibility of a conflict of interest with respect to the duties relating to this call;
- g) whether the applicant is in possession of commercial and/or sensitive information pertaining to the employing organisation/s of the last three years;
- h) whether the applicant has ever been in employment with the Public Service/Sector.

By submitting the above information with their applications, applicants are acknowledging that they are aware that:

- i) MEUSAC may need to verify the afore-requested details and should it be subsequently discovered that any information provided was false or misleading, or that any relevant information was withheld, the application may not be considered further; and
- ii) if necessary, in the course of processing applications MEUSAC may share the information provided with such pertinent stakeholders as may be required.