

JOB DESCRIPTION

Position: **Senior Officer – EU and International Affairs**

Reports to: **Head – Legal, EU and International Affairs**

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. Our leadership needs an experienced and dedicated Senior Officer to drive workflows and ensure high levels of performance amongst the team. The Senior Officer EU and International Affairs 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 Senior Officer shall play a crucial role in supporting the Head – Legal, European and International Affairs particularly in the management and provision of CAA and Malta positions at an EU and International Level.

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 SENIOR OFFICER

The Senior Officer EU and International Affairs is responsible for the satisfactory performance of the duties in Annex A.

The Senior Officer EU and International Affairs 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 Head, Legal, EU and International Affairs.

The Senior Officer EU and International Affairs 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 Senior Officer EU and International Affairs 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 Senior Officer EU and International Affairs is responsible for the satisfactory performance of all the above duties.

4.4 Accountability

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

4.6 Supervision

The Senior Officer EU and International Affairs will receive directives from the Head Legal, EU and International Affairs or their representative.

4.7 Success Metrics

- Being highly organised and efficient
- Meet deadlines and provide timely concise briefs
- Effective communication
- Ability to coordinate, interpret, understand and consolidate positions
- Demonstrate an adequate understanding of the subject matter
- Ability to grasp policy, economic, legal, technical, practical perspectives and sensitivities and synthesise them into brief, easy to understand CAA/ Malta positions
- Maintain consistency across positions on different subject matter within the CAA's remit
- Ability to mediate contrasting positions, proposing workable solutions

5. **ELIGIBILITY REQUIREMENTS**

5.1 Qualifications and Experience

- Bachelor's degree in European Studies, EU Policy and Politics, Public Policy, International Relations, Economics, or a related field with a minimum of 3 years of working experience in European Affairs preferably within a climate, energy or transport context.
- Qualifications at a level higher than a Bachelor's degree will be accepted for eligibility purposes, provided they meet any specified subject requirements. For candidates with qualifications at a higher level than a Bachelor's degree, preferably with a minimum 2 years working experience in EU Affairs.
- 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.
- Experience in European Affairs within a climate, energy or transport context is highly desirable.

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. 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. 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

- Performs duties relating to EU Regulations, policies and other documents;
- Manages mechanisms to ensure effective monitoring of activity at the EU level so that the Authority is fully updated in a timely manner of all EU developments having an impact on the work of the Authority;
- Ensures timely action by the Authority on matters arising at the EU level, by bringing to the attention of the relevant officers any matters as necessary, in good time to ensure: (a) full compliance with applicable EU rules; and (b) effective representation of the Authority's and Malta's positions, as appropriate;
- Co-ordinates the compilation of positions and actions to be taken by the Authority, following consultation with the relevant experts, including external third parties, if and when appropriate;
- Prepares position papers and brief officers at all levels of the hierarchy, prior to participation in EU and international matters as may be necessary;
- Debriefs the direct superior in preparation to brief Ministry on matters related to the EU and international affairs falling within the remit of the Authority;
- Prepare relevant background notes on all matters on the agenda and briefs officials participating in meetings as necessary;
- Participates at EU and international meetings and represents the Authority as appropriate
- Maintains a record of all documentation exchanges with the EU and international institutions;
- Represents, as instructed, the Authority at national meetings related to EU and international matters;
- Ensure that the Authority is represented at EU level, as applicable, through its active contribution to the relevant national positions at EU and international fora, and physical presence of its experts at meetings;

Others

- Undertakes any other tasks and/or duties, which the superior may delegate to him/her, as may be required;
- Actively work towards meeting targets established by the Authority;

The 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.