

JOB DESCRIPTION

Position: *Team Leader – EU and International Affairs*

Reports to: *Head – EU and International Affairs*

Department: *Policy and Strategy*

Ref: *CAA/5/26*

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 Team Leader to drive workflows and ensure high levels of performance amongst the team. The Team Leader 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 Climate Action Act and its subsidiary legislation, and European Union and international legal instruments as may be applicable.

Specifically, the Team Leader 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 THE TEAM LEADER

The Team Leader - EU and International Affairs is responsible for the satisfactory performance of the duties in Annex A.

The Team Leader - 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 Team Leader - 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 Team Leader - 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 Team Leader - EU and International Affairs is responsible for the satisfactory performance of all the above duties.

4.4 Accountability

The Team Leader - 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;
- the provision of services within the agreed timeframes;
- the sensitivity to concepts of cost-effectiveness and added value;
- initiative and innovative spirit shown;
- communication, collaboration and teamwork;
- quality of the service provided.

4.5 Cooperation and Teamwork

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

4.6 Supervision

The Team Leader - 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 proficient understanding of the subject matter
- Ability to grasp policy, economic, legal, technical, financial, practical/regulatory perspectives and sensitivities, and synthesise them into brief, easy to understand CAA/ Malta briefs and positions, and to elaborate on these where required.
- 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

- i. In possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or an appropriate, recognized, comparable qualification) in European Studies, EU Policy and Politics, Public Policy, International Relations, Economics or in relevant areas determined by the Management and preferably a minimum of three (3) years of relevant work experience.
- ii. Applicants holding foreign qualifications are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further and Higher Education Authority (MFHEA), which is to be obtained by submitting an online application for the recognition of qualifications at <https://services.mfhea.mt/CertificationApplication.aspx>.
- iii. A postgraduate qualification at MQF level 7 or higher in the aforementioned areas (clause i) or an appropriate, recognised, relevant and comparable qualification will be considered an asset.
- iv. Proven work experience in a similar position will be considered an asset.

5.2 Other

The applicant must have:

- Excellent oral and written communication skills in both Maltese and English;
- Excellent negotiation and communication skills;
- Strong analytical and problem-solving abilities;
- Attention to detail and strong organisational skills.
- Ability to work under pressure as part of a highly motivated team and with limited supervision;
- Solid analytical and reporting skills;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Organisation and flexible skills;
- Possession of well developed interpersonal skills and ability to maintain a professional approach at all times.

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. Scans of Educational Qualification Certificates
- iii. MQRIC certification of equivalence in case of foreign qualifications

At interview:

- i. Originals of Educational Qualification Certificates
- 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 employment 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

1. Team Leadership and Operational Oversight

- Coordinate the daily work of the EU and International Affairs function to ensure efficient handling of EU-related tasks.
- Provide guidance and support to team members on EU regulations, policies, and related documentation.
- Ensure the timely monitoring of EU-level activity so the Authority remains fully updated on developments that may impact its work.
- Support staff in preparing documentation, meeting deadlines, and maintaining high-quality standards.
- Promote professional, accurate, and consistent handling of all EU and international affairs matters.
- Expected to work flexible hours in order to meet accountabilities and attend to work after office hours, as may be required;
- May be required to travel on company business.

2. EU Policy Monitoring, Analysis, and Timely Action

- Perform duties relating to EU regulations, policies, and other relevant documents.
- Manage mechanisms to ensure effective and proactive monitoring of EU initiatives, legislative updates, and policy activity.
- Ensure timely action on matters arising at EU level by alerting relevant officers in good time to guarantee compliance with applicable EU rules, and support Malta's and the Authority's effective representation.
- Assist in the management and implementation of EU funded projects, when required;
- Analyse EU developments and coordinate the Authority's internal preparation for follow-up.

3. Coordination of Positions and Preparation of Technical Input

- Coordinate and assist in the internal preparation and formulation of documents and submissions, including Explanatory Memoranda, Fiches, position papers and technical feedback with relevant experts and external stakeholders, where appropriate;
- Prepare or oversee the preparation of position papers for management and participating officers.
- Prepare background notes and supporting material for all agenda items.
- Brief officers at all levels of the hierarchy prior to their participation in EU and international meetings.
- Ensure accuracy and consistency of technical input submitted by the Authority.

4. Representation at National, EU, and International Fora

- Participate in EU and international meetings and represent the Authority as instructed.
- Represent the Authority at national meetings related to EU and international matters when required.

- Ensure that the Authority is effectively represented in EU and International fora through active input into national positions and the participation of experts.
- Debrief the Line Superior following meetings and provide updates to support briefings to the Ministry.

5. Stakeholder Coordination and Cross-Functional Collaboration

- Liaise with internal officers, subject-matter experts, and external stakeholders to coordinate coherent and well-supported positions.
- Facilitate the flow of information related to EU and international affairs across departments.
- Ensure that participating officials are fully briefed and prepared for engagements.
- Support collaborative efforts that contribute to Malta's unified positions at EU level.

6. Documentation, Records Management, and Compliance

- Maintain comprehensive and well-organised records of all documentation exchanged with EU and international institutions.
- Ensure accurate and timely submission of documents and reports in accordance with regulatory, procedural, and internal requirements.
- Adhere to standards of good governance, transparency, and compliance in all aspects of EU and international affairs.
- Escalate risks or issues that may affect compliance or timely representation.

7. Performance Monitoring and Reporting

- Monitor progress on EU-related tasks, deadlines, and obligations to ensure timely delivery.
- Prepare reports, summaries, and updates for management as required.
- Track follow-up actions arising from EU meetings, working groups, and national coordination activities.
- Ensure that targets established by the Authority in relation to EU and international affairs are actively pursued.

8. Continuous Improvement and Professional Development

- Support process improvements within EU and International Affairs workstreams.
- Encourage knowledge-sharing and skills development within the team.
- Identify areas where workflows, coordination, or documentation processes can be strengthened.
- Contribute to the enhancement of the Authority's overall preparedness and responsiveness to EU developments.

The Team Leader may also be required to carry out effectively any other duties and responsibilities as directed by the respective line manager, and the CEO's Office.