

JOB DESCRIPTION

Position: *Technical Officer – Projects*

Reports to: *Unit Manager – Projects*

Our Ref: *CAA/182/26*

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 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 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 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 OFFICER

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

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

4.4 Accountability

The Technical 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, project planning and coordination;
- the provision of services within the agreed time frames;
- 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 Officer shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

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

4.7 Success Metrics

- Achievement of key performance indicators related to various projects and tasks planning, coordination and implementation.
- Effective project support, maintenance of project file, handing over documentation, reporting and meetings coordination
- Successful procurement and on-time finance tracking.

5. **ELIGIBILITY REQUIREMENTS**

5.1 Qualifications and Experience

- Bachelor's degree in Mechanical or Electrical Engineering, Construction, Project Management, Business Administration, Architecture, Energy Studies, Urban Planning, or other related scientific/technical disciplines, with a minimum of 2 years of equivalent professional working experience in project coordination, infrastructure, or operational management.
- Qualifications at a level higher than a Bachelor's degree will be accepted for eligibility purposes, provided they meet any specified subject requirements with a minimum of 1 year of equivalent professional working experience in project coordination, infrastructure, or operational management.
- 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.

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.
- Holds a valid driving license.
- Proficiency in Microsoft Office particularly MS Excel and MS Word.
- Ability to conduct site visits and oversee operational activities.

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
- v. Scan of valid driving license

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

1. Operations & Maintenance Oversight

- Perform daily activities within the assigned functional area, prioritising, coordinating, and completing multiple tasks efficiently.
- Coordinate and oversee operations and maintenance activities, including site inspections and routine assessments to ensure proper functioning of charging infrastructure.
- Monitor and maintain preventive maintenance schedules to minimise downtime.
- Manage inventory of equipment and components, ensuring maintenance records are accurate and up to date.

2. Project Planning, Implementation & Support

- Support the development and implementation of project work plans, including task coordination, documentation, and milestone tracking.
- Conduct site visits and inspections to monitor progress, compliance, and risks.
- Assist in feasibility assessments and ensure alignment of projects with organisational objectives.
- Facilitate the transition of projects from implementation to operational phases.
- Provide administrative and logistical support to ensure efficient project delivery.

3. Monitoring, Reporting & Data Management

- Compile, analyse, and maintain operational and project data to monitor performance and inform decision-making.
- Maintain comprehensive project documentation, including contracts, reports, drawings, and correspondence.
- Prepare regular reports on performance, progress, and incidents.
- Support monitoring systems and databases, ensuring accuracy and timely updates.

4. Procurement & Contract Management

- Initiate and support procurement processes, including drafting RFQs, tender documents, and technical specifications.
- Participate in evaluation processes and assist in contract management for works, services, and supplies.
- Review, certify, and process payments, while supporting budget tracking and expenditure monitoring in coordination with finance teams.

5. Stakeholder Engagement & Coordination

- Liaise with internal departments, external stakeholders, and authorities to support project and operational activities.
- Coordinate meetings, prepare agendas, take minutes, and track follow-up actions.
- Assist in preparing presentations and communication materials to convey project objectives and outcomes.

6. Compliance, Quality & Governance

- Support compliance with environmental regulations, standards, and internal policies.
- Maintain accurate records and contribute to quality assurance processes.
- Stay updated on relevant regulations, policies, and methodologies.

7. Innovation & Continuous Improvement

- Assist in researching emerging technologies and sustainable practices.
- Contribute to identifying new project ideas, incentives, and schemes aligned with climate and sustainability goals.

8. Digital Systems & Tools

- Support the use and maintenance of digital tools, databases, and project management systems.
- Ensure accurate data entry, record-keeping, and information management.

9. Team Collaboration & Cross-Functional Support

- Work under the guidance of the Unit Manager to contribute to KPIs and team objectives.
- Collaborate with team members and support cross-functional initiatives when required.
- Foster a cooperative and supportive team environment.

10. Professional Conduct & General Responsibilities

- Demonstrate integrity, discipline, and a strong work ethic.
- Make recommendations related to engineering, design, operations, and maintenance improvements.
- Undertake additional duties as required in line with organisational needs.

The Technical 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.