

JOB DESCRIPTION

Position: *Senior Officer – Economic Advisor*

Reports to: *Team Leader – Economic Advisor*

Ref: *CAA 186/26*

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 Senior Officer Economic Advisor to support the development, review, and implementation of climate and energy-related strategies and plans. The role involves conducting policy research, analysis, and reporting, and contributing to the preparation and updating of key national documents, including the Long-Term Strategy, the Adaptation Strategy, and the National Energy and Climate Plan. The position also supports the development of policies that promote an equitable transition to a low-carbon economy and ensure alignment between climate action, social considerations, and sustainable economic growth.

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 - ECONOMIC ADVISOR

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

The Senior 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 Team Leader – Economic Advisor.

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

4.4 Accountability

The Senior 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 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;
- 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 Senior Officer shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

The Senior Officer will receive direction from the Team Leader - Economic Advisor or their line superior.

4.7 Success Metrics

- Achievement of key performance indicators related to project development, managing and implementation.
- Successful implementation of projects.

5. **ELIGIBILITY REQUIREMENTS**

5.1 Qualifications and Experience

- 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 Mathematics, Economics or in relevant areas determined by the Management and preferably two (2) year relevant work experience.
- Qualifications at a level higher than a Bachelor's degree will be accepted for eligibility purposes, provided they meet any specified subject requirements. Candidates with qualifications at a higher level than a Bachelor's degree, a minimum one (1) year working experience.
- 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.
- Applicant 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>.

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.
- Proficiency in Microsoft Office Tools and other relevant statistics and analytical tools.

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. 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)

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 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

- Contribute to the preparation and updating of key policy documents and strategies, including the Long-Term Strategy, the Adaptation Strategy, and the National Energy and Climate Plan.
- Carry out assessments related to the implementation of the Fit for 55 Package, other EU legislative packages, and post-2030 climate and energy targets.
- Conduct research and in-depth analysis in assigned thematic areas to support evidence-based decision-making climate policies including economic incentives.
- Prepare policy briefs, analytical reports, and strategic recommendations for senior leadership and relevant stakeholders.
- Monitor national and international policy developments, legislation, and best practices in climate, energy, and sustainability.
- Liaise and coordinate with public, private, and external stakeholders to support data collection, policy development, and implementation processes.
- Contribute to internal coordination, team collaboration, and progress reporting to the Line Superior.
- Undertake research and analysis as required to support strategic planning and departmental priorities.
- Support the assessment of policy implications, risks, and opportunities arising from new initiatives or regulatory developments.
- Assist in the development of plans and strategies as required by the department.
- Contribute to the preparation of documentation for senior management and external reporting obligations.
- Perform any other related duties as may be assigned from time to time.

The Senior Officer – Economic Advisor may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.