

JOB DESCRIPTION

Position: *Projects Unit Manager*
Reports to: *Chief Operations Officer*
Ref: *CAA/21/25*

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind, and we recognise that our success depends on a capable, committed team. We are seeking an experienced, motivated and dedicated Projects Unit Manager who will be instrumental in ensuring high standards of performance, reliability, and security across our systems.

The Projects Unit Manager will be responsible for carrying out duties assigned by the Authority, in line with its 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 Projects Unit Manager will also be responsible for the planning, execution and oversight of project activities, according to deadlines and budgets, supporting the Authority's mission and operations.

2. POSITION OBJECTIVES

- To ensure that all assigned responsibilities are executed promptly, accurately, and in full alignment with the Authority's overarching aims, objectives, and statutory obligations.
- To maintain and reinforce compliance with all relevant national, European Union, and international standards, regulations, and best practices applicable to the Authority's Project Management operations.
- To actively support the Authority's broader mission by employing effective planning, resource management, and quality control measures, thereby enhancing operational efficiency and contributing to continuous improvement.
- To engage effectively with internal and external stakeholders, ensuring transparent communication and timely execution of the projects, whilst supporting strategic decision-making through accurate insights.

3. DUTIES OF PROJECTS UNIT MANAGER

The Projects Unit Manager is responsible for the satisfactory performance of the duties in Annex A.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Chief Operations Officer or Line Supervisor.

The Projects Unit Manager 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 Projects Unit Manager is authorised to take any reasonable actions consistent with the position's objectives and responsibilities, subject to directives issued by the Line Superior or their appointed representative.

4.3 Responsibility

The Projects Unit Manager is responsible for the satisfactory execution of all duties outlined within Annex A, as well as any additional tasks or responsibilities reasonably assigned by their direct superior, provided these align with the position's requirements. They shall foster and promote a strong work ethic and a commitment to delivering high-quality services to the public.

4.4 Accountability

The Projects Unit Manager is fully accountable for all duties undertaken, including those carried out by any assigned team members. The Manager's performance and effectiveness will be evaluated against the following criteria:

- Adherence to the Authority's policies, procedures, and legal requirements, as well as direction from the Chief Operations Officer or their representative next in line.
- The reliability, accuracy, and relevance of technical advice, expertise, and services provided.
- The consistent delivery of services, solutions, and support within agreed time frames.
- Responsible use of financial, technical, and human resources, demonstrating cost-effectiveness, added value, and the prudent allocation of Authority assets.
- The proactive identification and implementation of innovative solutions, process enhancements, and forward-looking strategies that contribute to the Authority's objectives.
- Positive feedback and satisfaction from internal and external stakeholders, reflecting a collaborative, service-oriented approach.

4.5 Cooperation and Teamwork

The Projects Unit Manager shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

The Projects Unit Manager will receive directives from the Chief Operations Officer or her/his representative.

5. **ELIGIBILITY REQUIREMENTS**

5.1 Qualifications and Experience

Bachelor's degree at MQF level 6 in Engineering, Project Management and Architecture or a related field, preferably with a minimum of 5 years of working experience or 3 years in a leadership role with a demonstrated track record of success.

Qualifications at a level higher than a Bachelor's degree at MQF level 6 will be accepted for eligibility purposes, provided that they meet any specified subject requirements and have a minimum of 3 years' working experience and 1 year in a leadership role.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement at application stage on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). The MQRIC is the competent body within the MFHEA that recognizes qualifications against the Malta Qualifications Framework (MQF). More information is available in the following URL: <https://mfhea.mt/academic-qualifications/>

- Experience in Project Management is highly desirable.
- Other professional certification such as PMP or PRINCE2 are an asset.

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.
- Strong skills in delivering teams and projects from inception up to completion and beyond.

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.

Success Metrics

- Achievement of key performance indicators related to the execution of the Authority's planned projects.
- Successful project management requirements as outlined in Annex A.
- Successful planning, implementation and execution of reporting obligations;
- Optimise Resources and Tools to effect work more efficiently;
- Enhance Cross-Department Collaboration;
- Stay Agile with Dynamic KPI Management.

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
- v. 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)

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

1. Lead a Team of Professionals:

- Align with a set of KPIs set by the Line Superior.
- Lead a team successfully while delivering projects successfully.
- Experience in developing platforms for internal processes
- Experience in coaching project team members to strengthen their abilities and skill sets.

2. Project Planning and Strategy:

- Develop, manage, and execute climate-related projects from inception to completion.
- Align project goals with the objectives of the Authority.
- Conduct feasibility studies and risk assessments for climate-related projects.

3. Multi-stakeholder approach:

- Engage with stakeholders, including internal teams, local authorities, community groups, government agencies, and industry partners, to ensure project success.
- Communicate the Authorities' goals and project outcomes effectively to diverse audiences.

4. Resource and Budget Management:

- Allocate resources efficiently, ensuring projects remain feasible and within the set budgets.
- Monitor project expenditures and identify cost-effective solutions.

5. Compliance and Standards:

- Ensure projects comply with local and international environmental laws, regulations, and best practices.

6. Performance Monitoring and Reporting:

- Monitor progress using metrics and performance indicators.
- Prepare detailed reports on project impacts, including environmental economic outcomes.
- Deliver projects within specified timeframes successfully.

7. Innovation and Continuous Improvement:

- Research and implement innovative technologies and methodologies in relation to the area of climate action, energy and water efficiency and sustainable development.
- Identify opportunities to improve sustainability and cost performance across projects.
- Identify several potential projects, incentives and schemes aligned with climate objectives.

The Projects Unit Manager may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.