

JOB DESCRIPTION

Position: *Unit Manager – EU and International Affairs*

Reports to: *Head – EU and International Affairs*

Department: *Policy and Strategy*

Ref: *CAA316/26*

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 Unit Manager to lead the EU and International Affairs Unit, oversee the effective delivery of strategic objectives, and ensure high levels of performance, coordination, and policy development within the team. The Unit Manager - 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 Unit Manager shall play a crucial role in supporting the Head - EU and International Affairs in the preparation, management, coordination, and submission of the Authority's and Malta's positions at EU and international level, while ensuring effective stakeholder engagement and representation of the Authority.

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 UNIT MANAGER

The Unit Manager - EU and International Affairs is responsible for the satisfactory performance of the duties in Annex A and for the effective management, supervision, and coordination of the Unit.

The Unit Manager - 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

3.1 Structural

Responsible to the Head - EU and International Affairs

The Unit Manager - EU and International Affairs shall manage and coordinate the staff assigned to the Unit and may be required to lead cross-functional teams across the Authority on strategic projects and initiatives.

3.2 Authority

The Unit Manager - EU and International Affairs has the authority to take reasonable management and operational decisions consistent with the position objectives and responsibilities, subject to any direction provided by the Line Superior or their representative.

3.3 Responsibility

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

3.4 Accountability

The Unit Manager - 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.

3.5 Cooperation and Teamwork

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

3.6 Supervision

The Unit Manager - EU and International Affairs will receive directives from the Head - EU and International Affairs or their representative and shall supervise and guide the staff assigned to the Unit.

3.7 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
- Effective management and development of staff within the Unit.
- Timely delivery of position papers, briefs, reports, and strategic recommendations.
- Effective coordination of the Authority's participation in EU and international fora.
- Strong stakeholder engagement with Government Ministries, EU Institutions, international organisations, and other relevant stakeholders.
- Successful implementation of Unit objectives and strategic priorities.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications and Experience

In possession of either:

(a) a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or an appropriate, recognised, comparable qualification) in European Studies, EU Policy and Politics, Public Policy, International Relations, or in relevant areas determined by Management, together with a minimum of five (5) years of relevant work experience, of which a minimum of three (3) years must have been gained in a leadership role;

or

(b) a recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or an appropriate, recognised, comparable qualification) in European Studies, EU Policy and Politics, Public Policy, International Relations, or in relevant areas determined by Management, together with a minimum of three (3) years of relevant work experience, of which a minimum of two (2) years must have been gained in a leadership role.

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>.

Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet the specified subject requirements.

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;
- 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, with a high degree of accuracy and confidentiality;
- Strong problem-solving skills, with the ability to multitask and meet challenging deadlines;
- Strong organizational and adaptability 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.

6.1 **Submission of documentation.**

With application:

1. CV
2. Scans of Educational Qualification Certificates
3. MQRIC certification of equivalence in case of foreign qualifications

At interview:

4. Originals of Educational Qualification Certificates
5. Original ID card or passport (for verification)
6. MQRIC certification of equivalence in case of foreign qualifications

Prior to signature of contract of employment:

7. Jobsplus / Identita (Identity Malta) permit to work, if applicable
8. 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
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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. Leadership and Unit Management

- Lead and oversee the Authority's EU and International Affairs function, ensuring the effective coordination of EU and international matters relating to climate action and the Authority's functions under the Climate Action Act.
- Manage and coordinate the daily operations of the Unit, ensuring the timely delivery of objectives, priorities, and commitments.
- Supervise, mentor, and support Unit staff, fostering a high-performing and collaborative working environment.
- Allocate workload and monitor performance to ensure organisational objectives are met.
- Promote professional development and knowledge sharing within the Unit.

2. EU and International Policy Coordination

- Coordinate the timely preparation, review, and submission of the Authority's position papers on key EU dossiers and international matters, as identified and agreed with Management.
- Ensure the compilation and dissemination of briefing notes, meeting outcomes, and feedback arising from EU and international engagements across the Authority.
- Coordinate participation in European Commission expert groups, committees, and meetings, ensuring appropriate preparation, follow-up, and implementation of agreed actions.
- Monitor EU and international developments and advise Management on issues that may affect the Authority's strategic objectives and obligations.

3. Representation and Stakeholder Engagement

- Represent the Authority at meetings with the Ministry responsible for Climate Action and other national stakeholders on EU and international affairs matters.
- Act as the principal focal point between the Authority and the EU and International Affairs Directorates within the Ministry responsible for Climate Action and serve as a key point of reference across Government Ministries and public entities.
- Represent the Authority in EU and international conferences, meetings, negotiations, technical working groups, committees, and other relevant fora, including travel abroad as required.
- Build and maintain effective working relationships with Government Ministries, EU Institutions, international organisations, regulatory bodies, and other relevant stakeholders.

4. Coordination and Communication

- Ensure that all relevant departments within the Authority are appropriately consulted, informed, and actively engaged in EU and international affairs matters in a timely manner.
- Facilitate effective communication and collaboration across departments to support coordinated policy development, decision-making, and representation.
- Ensure regular communication, updates, and engagement across the Authority on matters relating to EU and international affairs.
- Facilitate and coordinate the necessary approvals and clearances for Authority officials participating in EU and international meetings and activities.

5. Strategic Planning and Future Engagements

- Lead preparations for the Authority's role during future Maltese Presidencies of the Council of the European Union.
- Lead preparations for the Authority's participation in future international memberships, partnerships, cooperation initiatives, and related strategic engagements.
- Coordinate and oversee the Authority's participation in international memberships, organisations, networks, partnerships, and expert working groups.

6. Governance, Reporting and Compliance

- Maintain comprehensive and organised records of documentation exchanged with national, EU, and international institutions and stakeholders.
- Uphold standards of transparency, accountability, good governance, and compliance in all aspects of the Unit's operations.
- Prepare reports, summaries, updates, and recommendations for Management, the Chief Executive Officer, and other stakeholders as required.
- Contribute to enhancing the Authority's preparedness, responsiveness, and effectiveness in addressing EU and international developments.

7. General

- Work flexible hours and travel domestically or internationally as required to fulfil the responsibilities of the role.
- Perform any other duties as may be assigned by Management or the Chief Executive Officer from time to time.

The Unit Manager 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.