

JOB DESCRIPTION

Position: *Team Leader – Projects*

Reports to: *Unit Manager – Projects*

Our Ref: CAA 300/26

1. BASIC FUNCTIONS

The Climate Action Authority is seeking a reliable, proactive, and committed Team Leader – Projects to support and coordinate the delivery of projects within the Projects Unit.

Reporting to the Unit Manager – Projects, the successful candidate will be responsible for overseeing the day-to-day operations of the Projects team, coordinating project activities, supervising assigned staff, and ensuring the effective implementation, monitoring, and reporting of projects in line with the Authority's objectives and relevant national, European Union, and international requirements.

The Team Leader will support the planning, implementation, monitoring, and delivery of infrastructure, sustainability, and operational projects, ensuring compliance with quality standards, procurement requirements, budgetary controls, and organisational objectives.

2. POSITION OBJECTIVES

The Team Leader shall coordinate and supervise the successful delivery of projects and operational initiatives through effective planning, monitoring, resource allocation, and team leadership; support the efficient management of procurement processes, project documentation, and operational activities; and contribute to the achievement of the Authority's strategic objectives through the implementation of sustainable and innovative project solutions.

3. DUTIES OF TEAM LEADER

The Team Leader is responsible for the satisfactory performance of the duties in Annex A.

The Team Leader shall foster, promote and contribute to a culture of work ethics and service to the public and suppliers.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Reporting Structure

The Team Leader reports to the Unit Manager – Projects.

The Team Leader may supervise Technical Officers, Technical Senior Officers, project teams, contractors, and external service providers assigned to projects and operational activities.

4.2 Authority

The Team Leader is authorized to take reasonable actions within the scope of the role and in accordance with directions provided by the Line Superior.

4.3 Responsibility

The Team Leader is responsible for the effective performance of all assigned duties and responsibilities.

4.4 Accountability

Performance will be assessed based on:

- Achievement of project objectives and operational targets.
- Effective leadership, coordination, and development of staff.
- Timely delivery of projects and assigned tasks.
- Quality and effectiveness of project management and reporting.
- Compliance with procurement, governance, and quality requirements.
- Positive stakeholder feedback and collaborative working relationships.
- Contributions towards innovation and continuous improvement.

4.5 Collaboration and Teamwork

The Team Leader is expected to promote collaboration, teamwork and a positive working environment across the Authority.

4.6 Supervision

The Team Leader – Projects shall work under the direction of the Unit Manager – Projects and shall be responsible for coordinating and supervising staff, contractors, and project teams assigned to the Unit.

4.7 Success Metrics

Success in this role will be demonstrated through:

- Achievement of agreed project and operational objectives and KPIs.
- Effective leadership and coordination of project teams.
- Successful delivery of projects within agreed timelines and budgets.
- Accurate and timely monitoring, reporting, and record keeping.
- Compliance with procurement, contractual, and governance requirements.
- Positive stakeholder engagement and effective team collaboration.
- Contribution towards the Authority's strategic and sustainability objectives

5. **ELIGIBILITY REQUIREMENTS**

5.1 Qualifications and Experience

A Bachelor's degree in Mechanical Engineering, Electrical Engineering, Construction, Project Management, Architecture, or a related technical/scientific field, together with a minimum of three (3) years of relevant work experience in project coordination, infrastructure, or operations management, of which at least one (1) year must have been gained in a leadership, supervisory, or coordination role.

OR

A Master's degree in Mechanical Engineering, Electrical Engineering, Construction, Project Management, Architecture, or a related technical/scientific field, together with a minimum of one (1) year of relevant work experience in project coordination, infrastructure, or operations management.

Master's qualifications must meet the applicable MQF/MQRIC recognition requirements.

Knowledge of public procurement procedures, project management principles, and sustainability-related policies will be considered 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 organisational 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. CORE COMPETENCIES

- Project Management
- Stakeholder Management
- Technical Analysis
- Problem Solving and Decision Making
- Planning and Organisation
- Communication and Report Writing
- Teamwork and Collaboration
- Results Orientation

7. OTHER PROVISIONS

7.1 This appointment is subject to a probationary period of twelve (12) months.

Selected candidates must have conducted appropriately to the position and, before appointment, must submit a valid Certificate of Conduct issued within six (6) months of the closing date of this call. The certificate must be provided within one (1) week of notification of appointment.

7.2 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
 - iv. Prior to signature of contract of employment:
 - v. Certificate of good conduct (original/s)

- 7.3 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. Project Delivery & Coordination

- Lead and coordinate the planning, implementation, monitoring, and delivery of projects and operational initiatives.
- Supervise project activities, timelines, milestones, deliverables, and project documentation.
- Allocate workloads and coordinate resources to ensure the effective delivery of project objectives.
- Monitor project performance and recommend corrective actions where required.
- Conduct site visits and inspections to monitor progress, compliance, quality standards, and project risks.
- Facilitate the successful transition of projects from implementation to operational stages.
- Provide technical guidance and support to staff involved in project delivery.

2. Team Leadership and Resource Management

- Supervise, support, and coordinate the work of project staff and officers assigned to the Unit.
- Assist in performance monitoring, coaching, mentoring, and professional development of team members.
- Promote a collaborative, productive, and solution-oriented work environment.
- Support workforce planning and resource allocation to ensure operational needs are met.
- Foster knowledge sharing, teamwork, and continuous improvement within the Unit.

3. Operations & Infrastructure Management

- Coordinate operational and maintenance activities related to projects and infrastructure under the Authority's responsibility.
- Monitor construction sites and civil works.
- Ensure preventive maintenance schedules are implemented and monitored effectively.
- Oversee the maintenance of equipment inventories and asset records.

- Keep on track with contractors, conducting site visits and identifies new sites.

4. Monitoring, Reporting & Documentation

- Monitor project progress, performance indicators, risks, and budgets.
- Collect, analyse, and maintain project and operational data.
- Prepare management reports, technical reports, progress updates, and project performance assessments.
- Maintain accurate project records, including contracts, reports, drawings, correspondence, and supporting documentation.
- Ensure monitoring systems, databases, and project management tools remain accurate and up to date.

5. Procurement, Contracts & Financial Support

- Coordinate procurement processes, including RFQs, tenders, scopes of work, and technical specifications.
- Participate in tender evaluations, contract administration, and supplier management.
- Monitor project expenditure and assist with budget planning and financial forecasting.
- Review and verify payments, invoices, and contract deliverables.

6. Stakeholder Management & Communication

- Liaise with internal departments, contractors, consultants, suppliers, Government entities, and other stakeholders.
- Coordinate meetings, prepare agendas, record minutes, and monitor follow-up actions.
- Support the preparation of presentations, briefing notes, reports, and communication materials.
- Build and maintain positive relationships with stakeholders to support project delivery.

7. Compliance, Quality & Governance

- Ensure compliance with applicable legislation, standards, procurement regulations, and internal policies.
- Support quality assurance activities and continuous improvement initiatives.
- Identify and escalate project risks, issues, and non-compliance matters where necessary.
- Maintain high standards of governance, transparency, and accountability.

7. Technical Support & Continuous Improvement

- Conduct feasibility studies, risk assessments, and project evaluations.

- Research emerging technologies, industry trends, and sustainable solutions.
- Recommend improvements to infrastructure, operational processes, and maintenance practices.
- Contribute to the development of new projects, schemes, and initiatives that support climate and sustainability objectives.
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8. Digital Systems & Information Management

- Oversee the use of project management, document management, and reporting systems.
- Ensure accurate information management, record keeping, and data integrity.
- Support the development and improvement of digital systems used by the Unit.

9. Professional Responsibilities

- Contribute to the achievement of Unit and Authority objectives and key performance indicators.
- Demonstrate professionalism, integrity, accountability, and commitment to public service.
- Work collaboratively with colleagues across the Authority.
- Undertake any other duties as directed by the Unit Manager, Chief Executive Officer, or designated Line Superior in accordance with organisational requirements.

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