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**Public Call for post of
PROGRAMME OFFICER
with the European Union Programmes Agency (EUPA)**

Jobsplus Permit number: 744/2024

1. Post of Programme Officer

- 1.1 The selected candidate will enter into an indefinite contract with EUPA, subject to a probationary period of one (1) year. Unsatisfactory performance during the probation period will lead to termination of the employment contract.
- 1.2 The salary attached to the post of a full-time Programme Officer is equivalent to €25,990 (starting salary) per annum, with Collective Agreement increase and increment reaching a maximum salary of €31,530. Responsibility Allowance of €2,000 per annum and an annual Performance Bonus also apply.

2. Deadline and submission for applications

- 2.1 Applicants are required to submit:
 - 2.1.1 Motivation letter;
 - 2.1.2 Curriculum Vitae (preferably in Europass format);
 - 2.1.3 Certificate of Conduct (refer to Clause 5.3 of this document).
- 2.2 Applications by e-mail are to be sent to **hr.eupa@gov.mt** by not later than the **8th September 2025**.
- 2.3 Late applications, received after the deadline, will not be considered.

3. Acknowledgement of applications

- 3.1 Applications received via e-mail shall be acknowledged via the same sending e-mail address.



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4. Job Description - overall responsibilities, key duties and reporting line

Duties and responsibilities

- Carry out duties within the Agency, in line with the applicable national and EU rules;
- Engage in all functions relating to the management of EU and other funds allocated to Malta;
- Undertakes work and duties concerning the Agency's functions to implement its work programmes and fulfil its contractual obligations;
- Assist management in strategy formulation and in the design of work programme/s to ensure the effective implementation of EU and other funds managed by the Agency;
- Contribute to the review and analysis of policies, including the Multi Annual Financial Framework, with respect to their impact and effectiveness on the programmes;
- Conduct monitoring activities and provide support to beneficiaries & stakeholders, as necessary;
- Provide guidance to applicants, beneficiaries and stakeholders;
- Conduct financial verification and eligibility of costs;
- Contribute to the promotion and outreach activities;
- Compile data, statistics and returns and prepare reports / dossiers as necessary;
- Undertake and/or coordinate research and evaluation of relevant programmes and sector-specific topics, as necessary;
- Organise meetings and events as necessary;
- Liaise with relevant stakeholders as necessary;
- Participate in meetings, training and conferences, locally and abroad, as necessary, and take minutes;
- Carry out any other duties as assigned by the National Coordinator or his/her representative;
- Any other duties as directed by the Permanent Secretary of the respective Line Ministry.

Lines of Communication

Reports to: Programme Manager



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5. Eligibility of Applicants

5.1 Citizenship

By the closing time and date of this call for applications, applicants must be:

- a) citizens of Malta; or
- b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'; or
- f) in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identita` should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would 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.



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5.2 Academic qualification, experience and proficiencies

- A recognised MQF Level 6 qualification with a minimum of 180 ECTS/ECVETS, OR in the process of obtaining the recognised qualification at MQF level 6 within 6 months from publication of the call;
- Proficient in the Maltese* and English Language;
- Experience in project management and/or project administration will be considered an asset;
- Experience in managing / administering EU funded projects will be considered an asset;
- Experience in monitoring and/or implementation of projects/events will be considered an asset;
- Good communication skills;
- Able to work in a team environment;
- Ability to use electronic office equipment, office automation and office-related software.

*Should the successful candidate not be proficient in the Maltese language, he/she will be obliged to successfully complete a Maltese Language Course to acquire proficiency in the use of the Maltese language prior to the termination of the probation period.

5.3 Good moral Character

Applicants must be of good moral character.

Applicants who are already in the Public Service must produce a Service and Leave Record Form (GP 47).

Applicants from outside the Public Service must produce a Certificate of Conduct issued by the Police not earlier than six (6) months from the closing date of this call for applications.

6. Submission of recognition statements in respect of qualifications

6.1 With the exception of those qualifications referred to in articles 6.2 and 6.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further & Higher Education



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Authority (MFHEA), which is to be obtained by submitting an online “Application for the Recognition of Qualifications” at <https://services.ncfhe.gov.mt/CertificationApplication.aspx>.

A copy of this statement should be submitted with the application and the original presented at the interview.

- 6.2 Prior to requesting recognition statements as per article 6.1 above in respect of their qualifications, candidates should first consult the “List of Licensed Providers and Accredited Programmes” of the MFHEA which can be accessed on <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>. Applicants are exempt from submitting a recognition statement as mentioned in article 6.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.
- 6.3 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the MFHEA, which on the certificates states: ‘The Malta Further & Higher Education Authority deems this certificate to be MQF ____’.

7. Selection of candidates, publication of results and petitions on the results

- 7.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 7.2 Candidates must provide an original, official identity document (identity card or passport) for verification at the interview.
- 7.3 Candidates must invariably produce original certificates for verification at the interview.
- 7.4 The result of the interview will remain valid for a period of two (2) years from the date of publication. The result of the interview will serve to fill vacancies recurring in the particular post during the validity period.



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- 7.5 Petitions objecting to the result are to be submitted by email at hr.eupa@gov.mt. Petitions are to reach the European Union Programmes Agency within ten (10) working days from the date of publication of the results of selection.

8. Reasonable accommodation for registered persons with disability

- 8.1 Persons registered with the National Commission for Persons with a Disability (KNPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy, in full, the requirements for this post/position, provided they can carry out, in essence, the duties related to the post/position and subject to the approval of the Public Service Commission.
- 8.2 Representations in terms of this clause should be supported with relevant documents which must also include documentary evidence of registration with the KNPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the National Coordinator - EUPA and copied to the KNPD.

9. Medical Examination

- 9.1 The selected applicant may be required to take a medical examination to ascertain that he/she is fit for the post.

10. Retention of Documents

- 10.1 All other applications will be retained for one (1) year subsequent to the validity period of this call for applications (unless, in the interim, a petition connected with this call for applications has been filed).

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**Sejha Pubblika għall-kariga ta'
UFFIĊJAL TAL-PROGRAMM
mal-Aġenzija tal-Programmi tal-Unjoni Ewropea (EUPA)**

Jobsplus Permit number: 744/2024

1. Post ta' Uffiċjal tal-Programm

- 1.1 Il-kandidat magħżul jidhol f'kuntratt indefinit mal-EUPA, soġġett għal perjodu ta' prova ta' sena. Prestazzjoni mhux sodisfaċenti matul il-perjodu ta' prova twassal għat-terminazzjoni tal-kuntratt tax-xogħol.
- 1.2 Is-salarju marbut mal-post ta' Uffiċjal tal-Programm fuq bażi *full-time* huwa ekwivalenti għal €25,990 fis-sena (salarju tal-bidu), b'żieda skont il-ftehim kollettiv, li jilhaq massimu ta' €31,530. Il-persuna magħżula tkun intitolata wkoll għal *Responsibility Allowance* ta' €2,000 fis-sena u *Performance Bonus* annwali.

2. Skadenza u sottomissjoni għall-applikazzjonijiet

- 2.1 L-applikanti huma mitluba jissottomettu:
 - 2.1.1 Ittra ta' motivazzjoni;
 - 2.1.2 *Curriculum Vitae*, (preferibbilment fil-format Europass);
 - 2.1.3 Ċertifikat tal-Kondotta (ara Klawsola 5.3 ta' dan id-dokument).
- 2.2 Applikazzjonijiet mibgħuta bil-posta elettronika (*email*) għandhom jintbagħtu lil **hr.eupa@gov.mt** sa mhux aktar tard mit- 8 ta' Settembru 2025.
- 2.3 Applikazzjonijiet tard, li jaslu wara d-data tal-iskadenza, ma jigux ikkunsidrati.



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3. Rikonoxximent tal-applikazzjonijiet

- 3.1 Applikazzjonijiet mibghuta permezz tal-posta elettronika jiġu rikonoxxuti permezz tal-istess indirizz tal-posta elettronika li jkunu ntbagħtu minnu.

4. Deskrizzjoni tax-xogħol - responsabbiltajiet generali, dmirijiet ewlenin u linja ta' rappurtagġ

Dmirijiet u responsabbiltajiet

- I/twettag dmirijiet fi hdan l-Aġenzija, f'konformità mar-regoli applikabbli nazzjonali u tal-UE;
- J/tinvolvi ruħu/ruħha fil-funzjonijiet kollha relatati mal-immaniġġjar tal-fondi tal-UE u fondi oħra allokatil lil Malta;
- I/twettag xogħol u dmirijiet li jikkonċernaw il-funzjonijiet tal-Aġenzija biex timplimenta l-programmi ta' hídma tagħha u tissodisfa l-obbligi kuntrattwali tagħha;
- J/tgħin lill-manigment fil-formulazzjoni tal-istrategija u fit-tfassil tal-programm/i ta' hídma biex j/tiżgura l-implimentazzjoni effettiva tal-fondi tal-UE u fondi oħra mmaniġġjati mill-Aġenzija;
- J/tikkontribwixxi għar-reviżjoni u l-analiżi tal-politiki, inkluż il-Qafas Finanzjarju Multiannwali, fir-rigward tal-impatt u l-effettività tagħhom fuq il-programmi;
- I/twettag attivitajiet ta' monitoraġġ u j/tipprovdi appoġġ lill-benefiċjarji u lill-partijiet interessati, kif meħtieġ;
- J/tipprovdi gwida lill-applikanti, lill-benefiċjarji u lill-partijiet interessati;
- I/twettag verifika finanzjarja u eliġibbiltà tal-ispejjeż;
- J/tikkontribwixxi għall-attivitajiet ta' promozzjoni u laqgħat ma' organizzazzjonijiet;
- J/tiġbor *data*, statistika u prospetti u j/thejji rapporti/*dossiers* kif meħtieġ;
- I/twettag u/jew j/tikkoordina riċerka u evalwazzjoni ta' programmi rilevanti u suġġetti speċifiċi għas-settur, kif meħtieġ;
- J/torganizza laqgħat u avvenimenti kif meħtieġ;
- J/tikkollabora mal-partijiet interessati rilevanti kif meħtieġ;
- J/tipparteċipa f'laqgħat, taħriġ u konferenzi, lokalment u barra minn Malta, kif meħtieġ, inkluż it-teħid ta' minuti;
- I/twettag kwalunkwe dmir ieħor kif assenjat mill-Koordinatur Nazzjonali jew mir-rappreżentant tiegħu/tagħha;



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- Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti tal-Ministeru kkonċernat.

Linji ta' Komunikazzjoni

Jirraporta / tirraporta lill-Maniġer tal-Programm

5. Rekwiżiti tal-Eligibbilita'

5.1 Ċittadinanza

Sal-hin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

- a. ċittadini ta' Malta; jew
- b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew
- c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minhabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemija hawn fuq; jew
- e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-Regolamenti tal-2006 dwar "Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)", jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew
- f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar



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tar-Renju Unit u l-Irlanda ta' Fuq mill- Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika.'

Għandu jintalab il-parir tat-Taqsima tač-Ċittadinanza fi ħdan l-Aġenzija Komunita` Malta u tat-Taqsima tal- Espatrijati fi ħdan Identita` skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (č), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' liċenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u legiżlazzjoni sussidjarja. Jobplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

5.2 Kwalifiki akkademiċi, esperjenza u profiċjenzi

- Kwalifika rikonoxxuta fil-Livell numru 6 tal-MQF b'minimu ta' 180 ECTS/ECVETS, JEW fil-proċess li tinkiseb il-kwalifika rikonoxxuta fil-livell numru 6 tal-MQF fi żmien 6 xhur mill-pubblikazzjoni tas-sejħa;
- Profiċjenti fil-Lingwa Maltija* u Ingliża;
- Esperjenza fl-immaniġġjar ta' proġetti u/jew fl-amministrazzjoni ta' proġetti se titqies bħala vantaġġ;
- Esperjenza fl-immaniġġjar / amministrazzjoni ta' proġetti ffinanzjati mill-UE se titqies bħala vantaġġ;
- Esperjenza fil-monitoraġġ u/jew fl-implimentazzjoni ta' proġetti/avvenimenti se titqies bħala vantaġġ;
- Ħiliet tajbin ta' komunikazzjoni;
- Kapaċità li j/taħdem f'ambjent ta' tim;
- Abbiltà li j/tuża tagħmir elettroniku tal-uffiċċju, awtomazzjoni tal-uffiċċju u softwer relatat mal-uffiċċju.

*Jekk il-kandidat/a magħżul/a ma j/tkunx j/taf il-lingwa Maltija, hu/hi se j/tkun obligat/a li j/tlesti b'suċċess kors tal-Lingwa Maltija qabel it-tmiem tal-perjodu ta' prova.

5.3 Karattru morali tajieb

L-applikanti jridu jkunu ta' karattru morali tajieb.

L-applikanti li diġà qegħdin fis-Servizz Pubbliku għandhom jipproduċu *Service and Leave Record Form* (GP 47).



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L-applikanti minn barra s-Servizz Pubbliku għandhom jipprezentaw Ċertifikat tal-Kondotta maħruġ mill-Pulizija mhux aktar minn sitt (6) xhur mid-data tal-gheluq ta' din is-sejha għall-applikazzjonijiet.

6. Sottomissjoni ta' dikjarazzjonijiet ta' rikonoxximent fir-rigward ta' kwalifiki

6.1 Bl-eċċezzjoni ta' dawk il-kwalifiki msemmija fl-artikoli 6.2 u 6.3 hawn taħt, l-applikanti huma meħtieġa jipproduċu dikjarazzjoni ta' rikonoxximent mill-Malta Qualifications Recognition Information Centre (MQRIC) fi ħdan il-Malta Further & Higher Education Authority (MFHEA). L-Aplikazzjoni għar-Rikonoxximent tal-Kwalifiki (*Application for the Recognition of Qualifications*) tingieb onlajn minn

<https://services.ncfhe.gov.mt/CertificationApplication.aspx>

Kopja ta' din id-dikjarazzjoni għandha tiġi sottomessa mal-applikazzjoni u l-original irid jiġi ppreżentat waqt l-intervista.

6.2 Qabel ma jitolbu dikjarazzjonijiet ta' rikonoxximent skont l-artikolu 6.1 hawn fuq fir-rigward tal-kwalifiki tagħhom, il-kandidati għandhom l-ewwel jikkonsultaw mal-Lista ta' Fornituri Liċenzjati u Programmi Akkreditati (*List of Licensed Providers and Accredited Programmes*) tal-MFHEA, li tista' tiġi aċċessata fuq <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>. L-applikanti huma eżentati milli jissottomettu dikjarazzjoni ta' rikonoxximent kif imsemmi fl-artikolu 6.1 jekk ikunu qed jipprezentaw kwalifiki elenkati hemmhekk. Kopja stampata ta' din il-lista, inkluża l-kwalifika, għandha tiġi ppreżentata mill-applikant/a.

6.3 L-ebda dikjarazzjoni ta' rikonoxximent mill-MQRIC mhija meħtieġa fir-rigward ta' kwalifiki maħruġa minn istituzzjonijiet Maltin li għandhom awto-akkreditazzjoni, bħall-Università ta' Malta, l-MCAST u l-ITS; jew kwalunkwe kwalifika Maltija li tkun ġiet akkreditata mill-MFHEA, u li fuq iċ-ċertifikati tgħid: 'The Malta Further & Higher Education Authority deems this certificate to be MQF ____'.



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7. Għażla tal-kandidati, pubblikazzjoni tar-riżultati u petizzjonijiet dwar ir-riżultati

- 7.1 L-applikanti eliġibbli jġu intervistati minn Bord tal-Għażla biex biex jiġi ddeterminat min hu adattat għall-post.
- 7.2 Il-kandidati għandhom jipprovdu dokument tal-identità originali u uffiċjali (karta tal-identità jew passaport) għall-verifika waqt l-intervista.
- 7.3 Il-kandidati għandhom dejjem jipproduċu ċertifikati originali għall-verifika waqt l-intervista.
- 7.4 Ir-riżultat tal-intervista jibqa' validu għal perjodu ta' sentejn mid-data tal-pubblikazzjoni. Ir-riżultat tal-intervista se jservi biex jimtlew il-postijiet battala rikorrenti fil-post partikolari matul il-perjodu ta' validità.
- 7.5 Petizzjonijiet li joġġezzjonaw għar-riżultat għandhom jiġu sottomessi permezz ta' ittra elettronika fuq hr.eupa@gov.mt. Il-petizzjonijiet għandhom jaslu għand l-Aġenzija tal-Programmi tal-Unjoni Ewropea fi żmien għaxart ijiem (10) ta' xogħol mid-data tal-pubblikazzjoni tar-riżultati tal-għażla.

8. Akkomodazzjoni raġonevoli għal persuni reġistrati b'diżabilità

- 8.1 Persuni reġistrati mal-Kummissjoni Nazzjonali Persuni b'Diżabilità (KNPD) jistgħu jingħataw akkomodazzjoni raġonevoli skont l-Artikolu 7 tal-Att tal-Opportunitajiet Indaqs (Persuni b'Diżabilità) (Kapitolu 413 tal-Liġijiet ta' Malta), anki jekk ma jissodisfawx ir-rekwiżiti għal din il-kariga/pożizzjoni b'mod sħiħ, sakemm ikunu jistgħu jwettqu, essenzjalment, id-dmirijiet relatati mal-post/pożizzjoni u suġġetti għall-approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.
- 8.2 Is-sottomissjonijiet skont din il-klawsola għandhom ikunu sostnuti b'dokumenti rilevanti li għandhom jinkludu wkoll evidenza dokumentata tar-reġistrazzjoni mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati biex jissostanzjaw in-nuqqas ta' rekwiżiti ta' eliġibilità sħaħ u għaliex huma mistħoqqa kunsiderazzjonijiet raġunati. Il-korrispondenza kollha għandha tiġi indirizzata lill-Koordinatur Nazzjonali tal-EUPA u l-KNPD għandha tinzamm ikkupjata.



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9. Eżami Mediku

- 9.1 L-applikant/a magħżul/a j/tista' j/tintalab j/tagħmel eżami mediku biex jiġi aċċertat li hu/hija tajjeb/tajba għall-post.

10. Żamma ta' Dokumenti

- 10.1 L-applikazzjonijiet l-oħra kollha jinżammu għal sena wara l-perjodu ta' validità ta' din is-sejha għall-applikazzjonijiet (sakemm, sadanittant, ma tkunx giet ippreżentata petizzjoni konnessa ma' din is-sejha għall-applikazzjonijiet).

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