



GOVERNMENT
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**Public Call for post of
PROGRAMME OFFICER
(back-to-back basis, definite period)
with the European Union Programmes Agency (EUPA)**

Jobsplus Permit number: 894/2026

1. Post of Programme Officer (back-to-back basis, definite period)

- 1.1 The selected candidate will enter into a one year contract (twelve months) on a definite basis with EUPA, subject to a probationary period of four (4) months. 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 €28,996 (starting salary) per annum. Responsibility Allowance per annum and 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 Clean 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 **15th November 2026**.
- 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

Qualifications and experience required

- 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 clean Certificate of Conduct issued by the Police not earlier than six (6) months from the closing date of this call for applications.



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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 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.



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- 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 one (1) year from the date of publication. The result of the interview will serve to fill vacancies recurring in the particular post during the validity period.
- 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.



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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-pożizzjoni ta'
UFFIĊJAL TAL-PROGRAMM
(fuq bażi *back-to-back*, għal perjodu definit)
mal-Aġenzija tal-Programmi tal-Unjoni Ewropea (EUPA))**

Numru tal-Permess ta' Jobsplus: 894/2026

1. Pożizzjoni ta' Uffiċjal tal-Programm (fuq bażi *back-to-back*, għal perjodu definit)

- 1.1 Il-kandidat/a magħżul/a j/tidhol f'kuntratt ta' sena (tnax-il xahar) fuq bażi definita mal-EUPA, sogġett għal perjodu ta' prova ta' erba' (4) xhur. Prestazzjoni mhux sodisfaċenti matul il-perjodu ta' prova twassal għat-terminazzjoni tal-kuntratt tal-impjieg.
- 1.2 Is-salarju marbut mal-kariga ta' Uffiċjal tal-Programm fuq bażi *full-time* huwa ekwivalenti għal €28,996 (salarju tal-bidu) fis-sena. Japplikaw ukoll Allokazzjoni għar-Responsabbiltà fis-sena u Bonus tal-Prestazzjoni Annwali.

2. Skadenza u sottomissjoni tal-applikazzjonijiet

- 2.1 L-applikanti huma meħtieġa jissottomettu:
 - 2.1.1 Ittra ta' motivazzjoni;
 - 2.1.2 Curriculum Vitae (preferibbilment bil-format tal-Europass);Ċertifikat tal-Kondotta Nadif (irreferi għal Klawsola 5.3 ta' dan id-dokument).
- 2.2 Applikazzjonijiet permezz ta' *e-mail* għandhom jintbagħtu lil **hr.eupa@gov.mt** sa mhux aktar tard mill-**15 ta' Novembru 2026**.
- 2.3 Applikazzjonijiet li jaslu tard, wara d-data ta' skadenza, ma jiġux ikkunsidrati.



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3. Rikonoxximent tal-applikazzjonijiet

- 3.1 Applikazzjonijiet li jaslu permezz ta' *email* jiġu rikonoxxuti permezz tal-istess indirizz tal-*email* li ntbagħtu minnu.

4. Deskrizzjoni tax-Xogħol – responsabbiltajiet ġenerali, dmirijiet ewlenin u struttura ta' rappurtar

Dmirijiet u responsabbiltajiet

- Twettaq dmirijiet fi ħdan l-Aġenzija, f'konformità mar-regoli applikabbli nazzjonali u dawk tal-UE;
- Twettaq il-funzjonijiet kollha relatati mal-immanigġjar ta' fondi tal-UE u fondi oħra allokatil lil Malta;
- Twettaq xogħol u dmirijiet relatati mal-funzjonijiet tal-Aġenzija sabiex timplimenta l-programmi ta' ħidma tagħha u tissodisfa l-obbligi kuntrattwali tagħha;
- Tassisti lill-manigment fil-formulazzjoni tal-istrategija u fit-tfassil ta' programm(i) ta' ħidma biex tiġi żgurata l-implimentazzjoni effettiva tal-fondi tal-UE u fondi oħra amministrati mill-Aġenzija;
- Tikkontribwixxi għar-reviżjoni u l-analiżi tal-politiki, inkluż il-Qafas Finanzjarju Multiannwali, fir-rigward tal-impatt u l-effettività tagħhom fuq il-programmi;
- Twettaq attivitajiet ta' monitoraġġ u tipprovdi appoġġ lill-benefiċjarji u lill-partijiet interessati, kif meħtieġ;
- Tipprovdi gwida lill-applikanti, lill-benefiċjarji u lill-partijiet ikkonċernati;
- Twettaq verifika finanzjarja u tivverifika l-eligibbiltà tal-ispejjeż;
- Tikkontribwixxi għall-attivitajiet ta' promozzjoni u *outreach*;
- Tiġbor dejta, statistika u prospetti, u thejji rapporti / dossiers kif meħtieġ;
- Twettaq u/jew tikkoordina riċerka u evalwazzjoni ta' programmi rilevanti u suġġetti speċifiċi għas-settur, kif meħtieġ;
- Torganizza laqgħat u avvenimenti kif meħtieġ;
- Iżżomm kuntatt mal-partijiet ikkonċernati rilevanti kif meħtieġ;
- Tipparteċipa f'laqgħat, taħriġ u konferenzi, lokalment u barra mill-pajjiż, kif meħtieġ, u iżżomm il-minuti tal-laqgħat;
- Twettaq kwalunkwe dmir ieħor kif assenjat mill-Koordinatur Nazzjonali jew mir-rappreżentant tiegħu;
- Kull dmir ieħor kif ordnat mis-Segretarju Permanenti tal-Ministeru rilevanti.



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Linji ta' Komunikazzjoni

J/tirrapporta lill-: Manigert al-Programm

5. Eligibbiltà tal-Applikanti

5.1 Ċittadinanza

Sal-hin u d-data tal-gheluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti jridu jkunu:

- a) ċittadini ta' Malta; jew
- b) ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom dritt għal trattament ugwali bħač-ċittadini Maltin fi kwistjonijiet ta' impjieg, bis-saħħa tal-leġislazzjoni tal-UE u d-dispożizzjonijiet tat-trattati li jittrattaw il-moviment liberu tal-ħaddiema; jew
- c) ċittadini ta' kwalunkwe pajjiż ieħor li għandhom dritt għal trattament ugwali bħač-ċittadini Maltin fi kwistjonijiet relatati mal-impjieg, bis-saħħa tal-applikazzjoni għal dak il-pajjiż tal-leġislazzjoni tal-UE u tad-dispożizzjonijiet tat-trattati li jittrattaw il-moviment liberu tal-ħaddiema; jew
- d) kwalunkwe persuna oħra li għandha dritt għal trattament ugwali bħač-ċittadini Maltin fi kwistjonijiet relatati mal-impjieg, skont il-liġi jew il-leġislazzjoni tal-UE u d-dispożizzjonijiet tat-trattati msemmija hawn fuq, minħabba r-rabta familjari tagħha ma' persuni msemmija fil-paragrafu (a), (b) jew (c); jew
- e) ċittadini ta' pajjiżi terzi li ngħataw status ta' residenti fit-tul f'Malta skont ir-regolament 4 tar-'Regolamenti tal-2006 dwar l-Istatus ta' Residenti fit-Tul (Ċittadini ta' Pajjiżi Terzi)' jew li ngħataw permess ta' residenza skont ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' dawn ič-ċittadini ta' pajjiżi terzi li ngħataw permess ta' residenza skont ir-'Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familja';
- f) fil-pussess ta' dokument ta' residenza maħruġ skont ir-regolamenti dwar l-"Istatus ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim



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dwar il-Ħruġ tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u mill-Komunità Ewropea tal-Energija Atomika".

Għandu jintalab il-parir tal-Unità ta' Ċittadinanza fi ħdan Aġenzija Komunità Malta u tal-Unità tal-Espatrijati fi ħdan Identità, kif ikun meħtieġ, għall-finijiet tal-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra tal-kandidati msemmija f'(b), (c), (d) u (e) hawn fuq tkun teħtieġ il-ħruġ ta' liċenzja tal-impjieg, sa fejn dan ikun meħtieġ skont l-Att dwar l-Immigrazzjoni u l-leġiżlazzjoni sussidjarja. Għandha ssir konsultazzjoni ma' Jobsplus, kif ikun meħtieġ, dwar din il-kwistjoni.

5.2 Kwalifika akkademika, esperjenza u kompetenzi

Kwalifiki u esperjenza meħtieġa

- Kwalifika rikonoxxuta fil-Livell 6 tal-MQF b'minimu ta' 180 ECTS/ECVETS, JEW li tkun fil-proċess li tikseb il-kwalifika rikonoxxuta fil-Livell 6 tal-MQF fi żmien 6 xhur mill-pubblikazzjoni tas-sejha;
- Profiċjenti fil-lingwa Maltija* u dik Ingliża;
- Esperjenza fl-immaniġġjar tal-proġetti u/jew fl-amministrazzjoni tal-proġetti titqies bħala vantaġġ;
- Esperjenza fil-immaniġġjar / amministrazzjoni ta' proġetti ffinanzjati mill-UE titqies bħala vantaġġ;
- Esperjenza fil-monitoraġġ u/jew fl-implimentazzjoni ta' proġetti/avvenimenti titqies bħala vantaġġ;
- Ħiliet tajba fil-komunikazzjoni;
- Kapaċi taħdem f'ambjent ta' tim;
- Abbiltà li tuża tagħmir elettroniku tal-uffiċċju, sistemi ta' awtomazzjoni tal-uffiċċju u softwer relatat mal-uffiċċju.

*Jekk il-kandidat/a magħżul/a ma j/tkunx profiċjenti fil-lingwa Maltija, huwa/hi j/tkun obligat/a li jtemm/ttemm b'suċċess kors tal-lingwa Maltija biex jikseb/tikseb il-ħakma tal-użu tal-lingwa Maltija qabel ma jintemm il-perjodu ta' prova.



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5.3 Karattru morali tajieb

L-applikanti jridu jkunu ta' karattru morali tajieb.

L-applikanti li diġà qegħdin fis-Servizz Pubbliku jridu jipprezentaw Formola tar-Rekord tas-Servizz u l-Leave (GP 47).

Applikanti minn barra s-Servizz Pubbliku jridu jipprezentaw Ċertifikat tal-Kondotta nadif, maħruġ mill-Pulizija mhux aktar minn sitt (6) xhur qabel id-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 msemija fl-artikoli 6.2 u 6.3 hawn taħt, l-applikanti huma meħtieġa jipprezentaw dikjarazzjoni ta' rikonoxximent maħruġa mill- Malta Qualifications Recognition Information Centre (MQRIC) fi hdan il-Malta Further & Higher Education Authority (MFHEA); din id-dikjarazzjoni għandha tinkiseb billi tiġi sottomessa applikazzjoni onlajn intitolata "Application for the Recognition of Qualifications" (Applikazzjoni għar-Rikonoxximent ta' Kwalifiki) permezz tas-sit <https://services.ncfhe.gov.mt/CertificationApplication.aspx>.

Kopja ta' din id-dikjarazzjoni għandha tiġi sottomessa mal-applikazzjoni, u l-original għandu jiġi pprezentat 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 il-"Lista ta' Fornituri Liċenzjati u Programmi Akkreditati" 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 f'din il-lista. L-applikant għandu jipprezenta kopja stampata ta' din il-lista li tinkludi l-kwalifika inkwistjoni.



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- 6.3 Mhux meħtieġa dikjarazzjoni ta' rikonoxximent mill-MQRIC fir-rigward ta' kwalifiki maħruġa minn istituzzjonijiet Maltin li għandhom is-setgħa li jakkreditaw lilhom infushom, jiġifieri l-Università ta' Malta, l-MCAST u l-ITS; jew kwalunkwe kwalifika Maltija li giet akkreditata mill-MFHEA, u li fuq iċ-ċertifikati tagħha tiddikjara: 'The Malta Further & Higher Education Authority deems this certificate to be MQF ____'.

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

- 7.1 Applikanti eligibbli jiġu intervistati minn Bord tal-Għażla biex tiġi vvalutata l-idoneità tagħhom għall-kariga.
- 7.2 Il-kandidati jridu jipprezentaw dokument tal-identità originali u uffiċjali (karta tal-identità jew passport) għall-verifika waqt l-intervista.
- 7.3 Il-kandidati għandhom dejjem jipprezentaw ċertifikati originali għall-verifika waqt l-intervista.
- 7.4 Ir-riżultat tal-intervista jibqa' validu għal perjodu ta' sena (1) mid-data tal-pubblikazzjoni. Ir-riżultat tal-intervista jservi biex jimtlew postijiet battala li jinholqu fil-kariga partikolari matul il-perjodu ta' validità.
- 7.5 Petizzjonijiet li joġġezzjonaw għar-riżultat għandhom jiġu sottomessi permezz ta' *email* fuq hr.eupa@gov.mt. Il-petizzjonijiet għandhom jaslu għand l-Aġenzija għall-Programmi tal-Unjoni Ewropea fi żmien għaxart (10) ijiem tax-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 it-Taqsima 7 tal-Att dwar l-Opportunitajiet Indaq (Persuni b'Diżabilità) (Kapitlu 413 tal-Liġijiet ta' Malta), anke jekk ma jissodisfawx, kompletament, ir-



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<https://fondi.eu/eupa/>



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rekwiżiti għal dan l-impjieg/pożizzjoni, sakemm ikunu jistgħu jwettqu, essenzjalment, id-dmirijiet marbuta mal-impjieg/pożizzjoni u soġġett għall-approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.

- 8.2 Rappreżentazzjonijiet skont din il-klawżola għandhom ikunu sostnuti b'dokumenti rilevanti, li jridu jinkludu wkoll evidenza dokumentarja tar-registrazzjoni mal-KNPD. Għandhom jiġu pprovduti ġustifikazzjonijiet raġunati biex isostnu n-nuqqas ta' sodisfazzjon tar-rekwiżiti kollha ta' eliġibbiltà, u biex jispjegaw għalfejn huma ġustifikati kunsiderazzjonijiet speċifiċi. Il-korrispondenza kollha għandha tiġi indirizzata lill-Koordinatur Nazzjonali – EUPA, b'kopja lill-KNPD.

9. Eżami Mediku

- 9.1 L-applikant/a magħżul/a j/tista' j/ tkun meħtieġ/a j/tgħaddi minn eżami mediku biex jiġi aċċertat li huwa/hija f'saħħtu/saħħitha biżżejjed għall-kariga.

10. Żamma ta' Dokumenti

- 10.1 L-applikazzjonijiet l-oħra kollha jinżammu għal sena (1) wara l-perjodu ta' validità ta' din is-sejha għall-applikazzjonijiet (sakemm, sadanittant, ma tkunx ġiet ippreżentata petizzjoni relatata ma' din is-sejha għall-applikazzjonijiet).

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