

We are seeking to recruit a self-driven, outgoing, and motivated individual in the role of

Manager – Project Management & Implementation

Jobsplus Permit: 292/2021

The Gozo Regional Development Authority (GRDA) is an autonomous authority being set up through the Gozo Regional Development Act XVIII of 2019 (hereafter referred to as the ACT) CAP 600. The Authority will have both a consultative and regulatory functions. The Project Management and Implementation Unit takes ownership of projects and programs, either directly or through delegation, and makes sure they are well implemented. Moreover, this Unit will also oversee monitoring the progress of projects and programs through the agreed performance agreement, KPIs, budgets and timetables.

Overall Purpose of Position

The Manager (Project Management and Implementation) will contribute towards the successful implementation of projects, including performance agreements as per Schedule I of the GRDA Act, while meeting timelines and budget requirements. The manager shall coordinate and prioritise project tasks, manage timeliness, maintain project plans, and communicate status to clients and senior management.

Main Objectives

- The Manager shall coordinate and prioritize project tasks, manage timelines, actively maintain project plans, and communicate project status to clients and senior management.
- The Manager shall contribute to the overall implementation plan, including performance agreements and setting up of deliverables, to support the project plan and monitor the program to ensure its success.
- The Manager shall provide technical, operational, financial, and managerial input for the successful implementation of project activities.
- The Manager shall ensure that the program is technically sound, evidence based and consistent with the Authority's priorities.
- The Manager shall conduct reviews to ensure accountability of all project activities as well as the accurate and timely reporting of financial deliverables and obligations.

- The Manager shall liaise with all the agencies, institutions and bodies involved for the successful implementation of projects.
- The Manager shall record, store, and provide information to monitoring bodies.

Education and Experience

Prospective applicants must be in possession of an:

- MQF Level 7 Degree or equivalent, from a recognised educational institution in Business Management, Programme/Project Management, Engineering or relate area together with a minimum of one (1) year relevant working experience.

OR

- MQF Level 6 Degree or equivalent from a recognised educational institution in Business or Management, Programme/Project Management, Engineering, or related area together with a minimum of three (3) years relevant working experience.
- Additional qualifications, particularly in the area of engineering will be considered an asset.

Skills

- Proven ability to write technical reports, program documents and deliver presentations.
- Excellent oral and written communication skills and the ability to communicate cross-culturally.
- Solid organisational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office. Project Management Professional (PMP)/Prince II certification is a plus.

Selection Procedure

- Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

Other Terms & Conditions

- This appointment is subject to a probationary period of one (1) year.
- The Salary for the post of Manager (Project Management & Implementation) starts from €25,701. The annual performance bonus, annual increases and increments apply.
- Late applications will not be accepted.