

Position Description			
Title:	Business Analyst	Ref No:	ETC 248/2010 MPO/134/2005/36
Office:	Office of Incentive Management		
Unit:	Project and Proposal Evaluation	Relativity:	5
Responsible to:	Head, Project and Proposal Evaluation		

Overall Purpose of Position

The Business Analyst is responsible for assisting in the assessment of the commercial and technical feasibility of investment and trade opportunities in accordance with the strategic direction and parameters of Malta Enterprise.

Plans and Objectives

- Assists in ensuring that incentive funds offered by Malta Enterprise are granted to those proposals and projects that will provide the highest return for each €1 invested in incentives, through the undertaking of various cost benefit assessment exercises.

Duties

- Assists in reviewing trade and investment project and proposal evaluation frameworks introduced in entities similar to Malta Enterprise.
- Assists in the development of a framework for the undertaking of project and proposal evaluation.
- Assists in researching benchmarks and other criteria and measures for the evaluation of projects and proposals specific to horizontal and vertical sectors, in order to determine the economic impacts of such trade and investment projects as accurately as possible.
- Assists in researching multipliers and other economic indicators for application in the evaluation process of a trade and investment project and proposal.
- Assists in developing cost benefit assessment frameworks that will enable Malta Enterprise to ensure that incentives are directed to those proposals and projects that will provide the highest return for each €1 invested in incentives.
- Assists in developing trade and investment project and proposal evaluation guidelines and methodology.
- Attends briefings and other meetings as requested.

- Prepares and presents reports and other documentation to senior management as necessary.

Consultation

- Consults with the Head, Project and Proposal Evaluation, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and / or of strategic importance.
- Coordinates with other internal functions and external stakeholders as appropriate.

Self-Improvement

- Keeps up to date with new developments, methodologies and tools in the field of project and proposal evaluation and assessment.
- Keeps up to date with the latest developments / programmes within Malta Enterprise.

Other

- Performs any other job-related duties as necessary or as assigned.

Supervision Received

- Direct supervision and guidance from the Head, Project and Proposal Evaluation.
- Guidance from the Manager, Project and Proposal Evaluation.

Working Conditions

- May be requested to work outside office hours in crisis situations and / or to meet deadlines.

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Written and verbal communication skills.	High
Communication and interpersonal skills.	High
Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Ability to define problems, collect data, establish facts and draw valid conclusions.	High

Attention to detail.	High
Set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High

Knowledge

Tertiary qualification in Management, Economics, Accounts or comparable recognised qualifications.	Mandatory
Certified Public Accountant (CPA) recognition.	Desirable
Knowledge of economic principles and practices, the economic multipliers, and the analysis and reporting of economic and financial management information.	Desirable
Knowledge of the relevant project and proposal evaluation and assessment methodologies and tools.	Desirable
Knowledge of statistics / mathematical models.	Desirable
Knowledge of qualitative and quantitative research methodologies.	Desirable

Experience

Minimum 3 years experience in a similar environment.	Mandatory
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