

Contract for Service - Consultant			
Target Sectors:	Energy and Environment Engineering and Logistics RTDI		

Overall Purpose of Position

The Consultant is responsible for transforming a 'potential' target trade and investment identified by the Regional Leaders within the Investment and Trade Promotion Unit into an actual trade and investment activity and in providing specialist and technical support to the area of responsibility assigned.

Main Responsibilities

Plans and Objectives

- Works closely with the Regional Leaders within the Investment and Trade Promotion Unit to enable for an intelligent identification of trade and investment opportunities that can be transformed into actual trade and investment.
- Provides the appropriate technical and specialist planning within the area of responsibility directed to achieve actual transformation of a 'potential' target trade and investment opportunity into one that is realised.
- Provides input into the Office of Policy and Forward Planning on national vision, industrial, entrepreneurial as well as vertical strategies under design or review with regards to the appropriate technical and specialist area of responsibility.
- Provides horizon scanning, with the support of the Economic and Market Research Unit as well as other functions, on the technical and specialist area of responsibility and submits recommendations as appropriate.

Duties

- Supports all leads and issues resulting from the Investment and Trade Promotion Unit.
- Works with clients of investment and trade project briefs assigned by Malta Enterprise for realisation on all matters relating to the technical and specialised work specific to the target sector assigned.
- Holds for each project assigned by Malta Enterprise for realisation a Project Review Board meetings with the client as well as internal and external stakeholders to ensure that all technical and specialised work related to the project is managed within set milestones and issues are resolved at source.
- Retains 'ownership' for each project assigned by Malta Enterprise for realisation until project is signed off by the client and Malta Enterprise.

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Time: 1000hrs

- Provides working briefs on the state of play of the technical and specialist area of responsibility and submits recommendations as appropriate.
- Meets with the constituted representatives of the firms within the target sector as well as individual firms to maintain a direct watching brief on the performance, opportunities, issues, threats and other matters that effect investment and trade within the area of responsibility.
- Reviews international standards and benchmarks within the specialist technical and specialist area of responsibility that firms require to obtain accreditation in order to be in a position to compete internationally as well as to meet European Union and other standards regulatory requirements.
- Recommends action to the technical and specialist area of responsibility with regards to action to be taken vis-a-vis EU and other standards regulatory requirements.
- Works with the Incentive Development Unit to develop incentive instruments and mechanisms that are tailored to the requirements of industry and enterprise within the target sector assigned.
- Reviews developments with regards to local and European Union legislation and subsidiary legislation that may impact the success or otherwise of industry and enterprise within the target sector assigned.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior management as requested.

Consultation

- Consults with the Head, Business and Investment Consultancy in resolving issues and problems which are sensitive and / or of a strategic nature.
- Coordinates with other relevant internal and external stakeholders or agencies as necessary.

Self-Improvement

- Keeps up to date with market, technology, incentive, skills, et al trends within the assigned target sector.
- Keeps up to date with local and European Union legislation and subsidiary legislation with regards to assigned target sector.
- Keeps up to date with the latest developments within Malta Enterprise.

Other

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

Supervision Received

- Direction from the Head, Business and Investment Consultancy, especially in sensitive or contentious issues.

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Skills / Knowledge / Experience

Skills

Computer literacy.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Networking ability.	High
Leadership ability.	High
Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Creative and innovative thinker.	High
Ability to set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High
Self-motivated and able to work under minimum supervision.	High
Ability to influence, promote and market ideas and products.	High

Technical and Specialised Knowledge directly related to Target Sector Assigned

Tertiary qualification in target sector assigned.	Mandatory
Post-graduate degree in target sector assigned.	Desirable
Knowledge of marketing behavior of target sector assigned.	Mandatory
Knowledge of applicable local and European Union legislation and regulations of target sector assigned.	Mandatory
Knowledge of horizon scanning within target sector assigned.	Mandatory

Experience

Minimum 5 years experience in a senior executive or consultancy position within target sector assigned.	Mandatory
Proven experience in developing and taking forward opportunities within the assigned target sector.	Desirable