

Position Description			
Title:	Head, Project and Proposal Evaluation	Ref No:	ETC 12/2012 MPO/134/2005/39
Office:	Office of Incentive Management		
Unit:	Project and Proposal Evaluation	Relativity:	3
Responsible to:	Chief Officer, Incentive Management		

Overall Purpose of Position

The Head, Project and Proposal Evaluation is responsible for the evaluation of the commercial and technical feasibility of investment and trade opportunities in accordance with the strategic direction and parameters of Malta Enterprise and presents recommendations to the appropriate internal committees, the Office of the Executive Chairman and the Board of Directors as requested. He or she will also be responsible for directing and guiding the tasks and activities of personnel with the Project and Proposal Evaluation Unit.

Plans and Objectives

- Provides leadership to the Project and Proposal Evaluation Unit.
- Draws up the Business Plan for the Project and Proposal Evaluation Unit.
- Participates in the formulation of the Key Performance Indicators and Targets respectively for the Project and Proposal Evaluation Unit.
- Ensures the smooth running of the Project and Proposal Evaluation Unit in line with Malta Enterprise's business goals and objectives.

General Management

- Manages the business of the Project and Proposal Evaluation Unit.
- Implements Malta Enterprise policies and procedures within the Project and Proposal Evaluation Unit.
- Manages continuous improvement and change within the Project and Proposal Evaluation Unit.
- Secures quality benchmarks and reviews to ensure excellence within the Project and Proposal Evaluation Unit.
- Provides advice, guidance, direction and authorisation of staff with regards to plans, policies and procedures of Malta Enterprise.

- Communicates with staff to ensure responsibilities, authorities and accountabilities are defined and understood.
- Delegates responsibility as appropriate to staff.
- Provides guidance and leadership as appropriate to staff.
- Selects, supervises, trains, coaches and evaluates staff as appropriate.

Human Resources Management

- Assists in the development and implementation of sound human resources policies and procedures.
- Assists in the negotiation of the staff employment contracts as they fall due.
- Develops a performance-based culture for the Project and Proposal Evaluation Unit.
- Ensures Malta Enterprise objectives can be achieved by assisting in the recruitment process and proposing training plans for staff.
- Develops a positive and team oriented culture for the Project and Proposal Evaluation Unit.

Duties

- Reviews trade and investment project and proposal evaluation frameworks introduced in entities similar to Malta Enterprise.
- Develops a framework for the undertaking of project and proposal evaluation.
- Develops and introduces 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.
- Works with the Economic and Market Research Unit to establish multipliers and other economic indicators for application in the evaluation process of a trade and investment project and proposal.
- Develops and introduces 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.
- Develops trade and investment project and proposal evaluation guidelines and methodology.
- Works with the Office of Information Management to introduce appropriate tools to enable the Project and Proposal Evaluation Unit to carry out its work effectively and with efficacy.
- Designs and introduces standards for the preparation of project briefs from other appropriate functions within Malta Enterprise to ensure that required information is presented correctly at the first instance.

- Draws up and introduces, in conjunction with the Performance Implementation and Monitoring Unit, internal Service Level Agreements setting out the period within which different types of project and proposal assessments will be completed and presented to the appropriate review function.
- Co-ordinates the work of the Project and Proposal Evaluation Unit to ensure that assessments are carried out within the established internal Service Level Agreements and that such assessments are carried to a high level of professionalism.
- Presents assessments and recommendations to the appropriate review mechanisms and to the Board of Directors if so appropriate.
- May be assigned to act as the secretariat to any project and proposal evaluation review mechanism set within Malta Enterprise.
- Attends briefings and other meetings as requested.
- Prepares and presents reports and other documentation to senior management as necessary.

Consultation

- Consults with the Chief Officer, Incentive Management, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates with other internal functions and external stakeholders as necessary.

Self-Improvement

- Keeps up to date with trends and developments in the Maltese economy and the international investment climate
- 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 within Malta Enterprise.

Other

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

Supervision Received

- Direct supervision and guidance from the Chief Officer, Incentive Management.

Working Conditions

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

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Written and verbal communication skills.	High
Communication and interpersonal skills.	High
Management information.	High
Information gathering.	High
Leadership skills.	High
Organisational 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, Public Policy et al or equivalent.	Mandatory
Post-graduate degree in Management, Economics, Public Policy et al, or equivalent.	Desirable
Knowledge of principles, methodologies and tools related to project and proposal evaluation and assessment.	Mandatory
Knowledge of economic principles and practices, the economic multipliers, and the analysis and reporting of economic and financial management information.	Desirable
Knowledge of statistics / mathematical models.	Desirable
Knowledge of qualitative and quantitative research methodologies.	Desirable

Experience

Minimum 5 years experience in a similar environment.	Mandatory
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Proven experience in managing a team / unit.	Mandatory
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