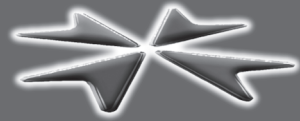


Malta Enterprise is refreshing itself through a repositioning of its focus on investment, trade and enterprise development. The widening of its remit as government's economic development arm requires a reorganisation of its resources, its service delivery processes as well as its overseas activities. Hence the integration of the activities of Malta Industrial Parks into that of Malta Enterprise and subsequently the development of a forward looking approach to investment promotion, internationalisation and business support services.

To achieve this, we are searching for the best talent: ...brains who want to be at the heart of the formulation of policy for economic development; enablers who excite themselves by being of service to enterprise; and tireless presenters who skilfully search for investment leads and represent Malta in different regions across the world.

Malta Enterprise places you at the heart of things that matter for the welfare of our economy.

If you feel strong about your country, then you want to be one of us.



MaltaEnterprise

We're investing in opportunity ...
and we're looking for the opportune talent

OFFICE OF THE EXECUTIVE CHAIRMAN

Manager - Media & Public Relations

ETC Permit No: 232/2009

Developing and managing a comprehensive public and media relations programme in line with the organisation's mission and strategic goals as well as coordinating the activities of the media and PR section.

OFFICE OF EXPERIENCE MANAGEMENT & DEVELOPMENT

Head - Economic & Market Research

ETC Permit No: 241/2009

Responsible for managing, planning, coordinating and implementing the economic and market research functions of the organisation.

Economic & Market Research Analyst

ETC Permit No: 234/2009

Will compile, review and analyse economic and market data as well as statistics to assess the feasibility of potential of the organisation's initiatives and business opportunities.

Business & Investment Consultants

Will act as Malta Enterprise's instrument to assist local industry to seek increased added value as well as to secure external sourcing support with particular regards to six target areas: Business Management; Enterprise Development; Energy & Environment; Innovation; ICT; and EU Funding & Programme Participation.

OFFICE OF TRADE, INVESTMENT & ENTERPRISE SUPPORT

Global Leader (Investment & Trade Development)

Will be responsible for directing and coordinating the activities of the Investment & Trade Development Unit to ensure that it is running efficiently and effectively in line with Malta Enterprise strategic goals and objectives. Will also provide leadership to the Investment & Trade Development Unit.

Regional Leaders (Investment & Trade Development)

Responsible for promoting and developing enhanced business relationships between Malta and the region by identifying and extending business development opportunities for companies in the region looking to succeed in the Maltese market and for Maltese companies seeking to grow their business in the region.

Individuals with native knowledge of the language and culture are required for the following regions:

- United Kingdom
- Italy
- Germany, Switzerland & Austria
- Russia & Eastern Europe
- China & Asia
- Australia
- France
- Spain, Portugal & South America
- Scandinavia & Benelux
- South Africa
- Canada & the USA

EXPO NATIONAL COMMISSION

Staff

Selected candidates will serve as hosting staff on the Malta Pavilion at the World EXPO Shanghai China 2010 being held between 1st May and 31st October 2010. Individuals must be proficient in English and preferably other languages, including Chinese.

OFFICE OF PROPERTY MANAGEMENT

Architect

ETC Permit No: 98/2009

Responsible for the coordination and monitoring of complex and difficult construction projects and will exercise technical and functional supervision over professional and technical personnel.

Quantity Surveyor

ETC Permit No: 157/2009

Responsible for establishing and managing all costs relating to building projects undertaken by the organisation, from the initial calculations to the final figures.

OFFICE OF PROJECT MANAGEMENT

Project Planner

ETC Permit No: 233/2009

Responsible for overseeing the entire process of project development in accordance to the scope and level of detail designated by senior management.

Project Scheduler

ETC Permit No: 231/2009

Responsible for overseeing the development and implementation of a management tool for estimating project activity times, sequencing those activities to optimise the guidance of a project through its life span from concept to product transfer.

Project Monitor

ETC Permit No: 235/2009

Responsible for overseeing activities relating to project progress which include on-going status reporting, monitoring and revising detailed project schedule/plan.

Risk Analysts

ETC Permit No: 238/2009

Responsible for identifying, analysing and responding to risks throughout the entire project life cycle, with particular emphasis given during the planning and execution phases of a development. Will assess the potential impact of those risks on the project and provide recommendations to management on how to mitigate against these risks for the successful completion of a project.

Analyst (Project Planning)

ETC Permit No: 240/2009

Responsible for research, identification of tasks and resources required for completing the project, organisation of the work stages into a feasible structure as well as other relevant administrative tasks.

Analyst (Project Monitoring)

ETC Permit No: 239/2009

Responsible for collating and disseminating analysis on all of Malta Enterprise ongoing projects as well as delivering regular Project Analysis Reports to the Head of the Project Monitoring Unit.

The closing date for application is 1600 hrs of Friday 8th January 2010. A covering letter together with a detailed CV outlining qualifications, experience and achievements is to be sent to The Executive Chairman, Malta Enterprise, Enterprise Centre, Industrial Estate, San Gwann SGN 3000, Malta or via e-mail hr.recruitment@maltaenterprise.com Late applications will not be accepted. Soliciting will automatically disqualify any applicant.

Detailed position descriptions including responsibilities, qualifications and other requirements can be downloaded from:

www.maltaenterprise.com/careers