

Title:	GLOBAL LEADER - INVESTMENT & TRADE DEVELOPMENT
Unit:	Investment & Trade Development Unit
Office:	Office of Trade, Investment & Enterprise Support
Responsible to:	Chief Officer, Trade, Investment & Enterprise Support

Overall Purpose of Position

The Global Leader, Investment and Trade Development will be responsible for directing and coordinating the activities of the Investment and Trade Development Unit to ensure that it is running efficiently and effectively in line with Malta Enterprise strategic goals and objectives. He or she will also provide leadership to the Investment and Trade Development Unit

Overview of Main Responsibilities

- Provides leadership to and manages the business of the Investment and Trade Development Unit.
- Draws up the Business Plan for the Investment and Trade Development Unit.
- Participates in the formulation of the Key Performance Indicators and Targets for the Investment and Trade Development Unit.
- Ensures the smooth running of the Investment and Trade Development Unit, in line with Malta Enterprise business goals and objectives.
- Implements Malta Enterprise policies and procedures within the Investment and Trade Development Unit.
- Secures quality benchmarks and reviews to ensure excellence within the Investment and Trade Development Unit.
- Provides advice, guidance, direction and authorisation of staff with regards 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.
- Ensures that the financial objectives with regards to the Investment and Trade Development Unit, as outlined in Malta Enterprise's business plan, are achieved.
- Carries out continuous analysis of the Investment and Trade Development Unit costs, variances and financial forecasts.
- Ensures that good financial structures and controls are in place.
- Ensures that the overheads and costs of the Investment and Trade Development Unit are secured to the lowest total cost of ownership possible.
- Oversees the audit process within the Office.
- Provides financial management reporting to the Executive Chairman.
- Develops a performance-based culture for the Investment and Trade Development Unit.
- Ensures Malta Enterprise objectives can be achieved by recruiting and training suitable staff.

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- Develops a positive and team oriented culture for the Investment and Trade Development Unit.
- Designs, coordinates and supports investment and trade development activities, programmes and initiatives both locally and abroad.
- Achieves the growth and performance targets set in Malta Enterprise business plan with regards to investment and trade development.
- Works with the Regional Leaders within the Investment and Trade Development Unit to strategise market penetration and achieve such penetration.
- Works with the Economic and Market Research Unit to design, coordinate and support economic and market research initiatives directed to strategically target investment and trade opportunities.
- Identifies and recommends investment and trade opportunities.
- Monitors progress, performance and takes corrective action as appropriate in relation to the activity of the Investment and Trade Development Unit.
- Works with Malta Enterprise stakeholders as appropriate to plan, design and complete targeted market penetration strategies.
- Works with the appropriate functions within Malta Enterprise as appropriate to plan and organise targeted market development fora, trade events, conferences, *et al.*
- Establishes, maintains and re-enforces a network of local and foreign high level personalities within the trade and investment business circuit.
- Monitors and coordinates meetings to facilitate discussions and negotiations.
- Represents the Chief Officer, Trade, Investment and Enterprise Support as necessary.
- Prepares and presents reports and other documentation to the Board of Malta Enterprise and senior executives as necessary.

Skills

Computer literacy.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Networking abilities.	High
Negotiation skills.	High
Leadership.	High
Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High

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Knowledge

Post-graduate degree or equivalent in Finance, Business Administration, Economics, Trade, Investment or equivalent.	Mandatory
Knowledge of investment and trade development practices and methodologies.	Mandatory
Knowledge of investment and trade opportunities.	Mandatory
Knowledge of applicable laws and regulations as they relate to local and foreign investment and trade as well as supra-national institutions.	Mandatory
Knowledge of marketing practices and methodologies.	Mandatory
Understanding of human resource management principles, practices, and procedures.	Mandatory

Experience

Minimum 6 years experience in a similar field.	Mandatory
Proven track record in an investment and trade development environment.	Mandatory
Proven experience in managing a team.	Mandatory

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