



MALTA RESOURCES AUTHORITY

**POST OF PROJECT OFFICER (ACCOUNTS)**

1. The **MALTA RESOURCES AUTHORITY (MRA)** was established by Act XXV of 2000 to regulate, monitor, and review all practices, operations, and activities relating to energy, water and minerals.
  
2. The **MRA** is an equal opportunity employer and, in seeking to recruit a Project Officer (Accounts), invites applications from suitable candidates. The selected candidate will be expected to enter into a definite contract for three years and will be subject to a probationary period of twelve months. The contract may be renewed thereafter subject to satisfactory performance and positive results. Unsatisfactory performance during the contract period will lead to termination of the contract.
  
3. Eligible candidates must be:
  - 3.1 citizens of Malta; **or**
  - 3.2 citizens of another European Union Member State; **or**
  - 3.4 citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); **or**
  - 3.5 the spouse and children, even if they are third country nationals, of any person mentioned at 3.1, 3.2 and 3.3 above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry for Justice and Home Affairs.
  
4. The appointment of candidates referred to at 3.2, 3.3, and 3.4 above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation.
  
5. In addition, candidates must:
  - 5.1 be in possession of a relevant University Degree in Accountancy or equivalent;
  - 5.2 be proficient in the use of widely available software packages;
  - 5.3 have good communication skills.

6. Due to the nature of the job the applicant would need to communicate both in the Maltese and English Languages.
7. The candidate must be able to demonstrate that he/she possesses:
  - 7.1 good analytical skills;
  - 7.2 ability to plan, develop and manage projects;
  - 7.3 ability to work effectively as part of a multi-disciplinary team;
  - 7.4 good decision-making and judgment;
  - 7.5 good verbal and written communication skills;
  - 7.6 good IT skills preferably in database and knowledge management;
  - 7.7 personal drive, commitment, and ambition to succeed;
  - 7.8 appreciation of technical issues related to the Authority on the international scene and to Malta's obligations under international law and conventions.
8. The candidate must be of good moral character (a police certificate of conduct issued within six months prior to the closing date of applications should be provided).
9. The successful candidate will report to the Financial Controller, or to any other officer as may be designated by the Chief Executive Officer.
10. A detailed job description is attached at Appendix "A". The officer is responsible for the satisfactory performance of all the duties at Appendix "A".
11. The successful candidate may be required to undertake research work, and to draw up reports and other documents on matters falling under the Authority's functions as regulator. The chosen candidate would have to keep himself/herself updated on international developments, particularly within the European Union.
12. Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of section 7 of the Equal Opportunities (Persons with Disability) Act, 2000, even if they do not satisfy in full the eligibility requirements for this post/position provided they can carry out, in essence, the duties related to the post/position and subject to the concurrence of the Management and Personnel Office.
13. Representations in terms of this clause should be attached to the application forms and supported with relevant documents, which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the **MRA** and copied to the NCPD.
14. Certificates and/or testimonials must support qualifications and experience claimed. Photocopies are to be included with applications and originals produced for verification at the interview.

15. It is the responsibility of candidates, in possession of qualifications awarded by foreign universities/tertiary education institutions, to produce an evaluation report on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). A copy of the said report issued by the MQRIC, or the designated authority in case of warrants, should be attached to the application, with the original presented at the interview. Candidates not in possession of this report may still apply, provided they submit a copy of the report to the MRA as soon as it becomes available and in any case by not later than fourteen days from the closing date of the call for applications.

16. A Selection Board appointed by MRA to assess their suitability for the position will interview eligible candidates. The Selection Board will assess the applicant based on suitability to perform the job. Successful candidates will be medically examined to ascertain that they are fit for the post.

17. Interested persons are requested to send an application, together with a detailed CV by not later than noon of \_\_\_\_\_, marked "Private and Confidential" addressed to the Chief Executive Officer, Malta Resources Authority, Millennia, 2<sup>nd</sup> Floor, Aldo Moro Street, Marsa, MRS 9065. Applications can be submitted by e-mail to [ceo@mra.org.mt](mailto:ceo@mra.org.mt), by hand or by post.

18. Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. All applications shall be acknowledged in writing and treated in the strictest confidence.

19. Late applications will not be considered.

22<sup>nd</sup> April 2013