

**Job Description
Senior Principal Officer
(EU Horizon Projects)**

Scope

The Senior Principal Officer will be reporting to the Head – Technology and Experience Development Unit. He/she will be responsible for supporting and managing the administrative and coordination aspects of a number of EU Horizon projects that the Digitisation Unit is embarking upon in 2023 and 2024 as partners. EU Horizon projects are collaborative research and innovation initiatives funded by the European Union, focusing on various areas such as science, technology, and innovation. Your role will be instrumental in ensuring the smooth execution of these projects by handling administrative tasks, coordinating project activities, and facilitating communication among project stakeholders.

Main Responsibilities

- Project Administration:
 - Manage project documentation, including grant agreements, contracts, and reports.
 - Ensure compliance with EU Horizon project regulations, guidelines, and deadlines.
 - Maintain accurate records of project activities, budgets, and expenditures.
 - Facilitate ethical and legal compliance throughout the project's lifecycle.
- Project Coordination:
 - Serve as the central point of contact for project partners and stakeholders.
 - Coordinate project meetings, workshops, and conferences, including scheduling and logistics.
 - Monitor project progress and timelines, identifying and addressing potential issues.
 - Facilitate collaboration among project partners and foster a productive working environment.
 - Assist in coordinating hybrid or in person project conferences.
- Communication and Reporting:
 - Prepare and disseminate project updates and communication materials.
 - Assist in the preparation of progress reports, financial statements, and deliverables.
 - Maintain effective communication channels among project team members and stakeholders.
 - Assist in drafting and submitting grant proposals for new EU Horizon projects.
- Budget Management:
 - Assist in managing project budgets and ensuring financial accountability.
 - Monitor project expenditures and report any discrepancies.
 - Work closely with the finance team to track and reconcile project finances.

- .Quality Assurance:
 - Ensure the quality and integrity of project data, reports, and deliverables.
 - Identify opportunities for process improvement and implement best practices.
 - Conduct periodic evaluations to assess project performance and impact.
- Attend monthly online meetings for these projects, as well as periodic physical meetings across Europe if necessary, and ensure that all internal staff members involved in the project are kept up to date on developments and tasks.
- Works in close collaboration with other Heritage Malta professionals
- Observes professional ethics.
- Ensures adherence to policies and approved budgets.
- Other duties as may be assigned by the Agency.

Skills and Knowledge

- Excellent organizational and time management skills.
- Strong written and verbal communication skills in English and additional EU languages may be an advantage.
- Proficiency in project management software and Microsoft Office applications.
- Knowledge of EU Horizon 2020 and other EU program guidelines and regulations is a plus.
- Detail-oriented and capable of managing multiple tasks simultaneously.
- Strong interpersonal and team collaboration skills.
- Problem-solving mindset with the ability to adapt to changing project requirements.
- Ethical and committed to upholding high standards of project governance and compliance.

Qualifications & Experience

Post graduate degree (Masters') (MQF Lv 7) in Business Administration OR Project Management OR European Studies OR any other relevant areas plus 4 years relevant experience of which 2 years in the respective area of expertise.

OR

First Degree (MQF Lv 6) in Business Administration OR Project Management OR European Studies OR any other relevant areas plus 6 years relevant experience of which 2 years in the respective area of expertise.