

Position Title:	<b>Project &amp; Content Manager</b> Internationalization Knowledge Platform
Reports to:	CEO
Pay Grade:	
Department:	
<b>Job Summary</b>	
<p>The Project &amp; Content Manager is employed specifically to lead the project “Internationalization Knowledge Platform” and the service functions which this project entails. Consequently, the Project &amp; Content Manager can, and will, be involved, not only in the administration and content of the project, but also in many activities which emanate from the said project.</p>	
<b>Description of main tasks</b>	
<p><b>Main duties</b></p> <p><b>Planning and implementation of the project</b></p> <ul style="list-style-type: none"> <li>• Drawing up of milestones and objectives for the project;</li> <li>• Developing a detailed action plan as well as a budget and cash flow for the project;</li> <li>• Developing an administrative set up to manage the project in a transparent, effective and efficient manner;</li> <li>• Developing and writing tenders and/or coordinating the development of tenders for the procurement of all the components of the project;</li> <li>• Coordinate the tender adjudication process in line with public procurement procedures and the principle of best value for the organisation;</li> <li>• Coordinate with the various technology and content providers to ensure a smooth development and integration of such on the platform;</li> <li>• Coordinate the roll out of the implementation ensuring delivery on time and within budget;</li> </ul>	

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- Coordinate the testing of the services and the quality assurance process;
- Being the main administrative liaison between TradeMalta and the EU funds managing authority on all matters related to the smooth execution of the project.

#### **Administrative & Finance functions**

- Coordinate the administration of claims and related functions;
- Handle the finance function of the project

#### **Ongoing development of content and services**

- Search, screen and procure content
- Edit and publish content
- Develop content-related services for users

#### **Other key functions**

- Defining KPI's.
- Assist in creating tools in the form of spreadsheets, job descriptions and procedures to ensure the smooth running of the project.
- Managing the said tools so as to ensure timely and accurate reporting.
- Undertake procurement related to the project, in compliance with relevant rules and guidelines.
- Assist in the creation of the front-end interface of the platform, including the writing of content and the creation of relevant web-pages.
- Assist in conducting regular internationalisation surveys and creating and uploading the results using relevant tools.
- Administer the compilation of a company register, from assisting in design to sourcing of data and actual inputting.
- Daily maintenance and updating of the web-portal.
- Uploading and maintaining video testimonials and business cases.
- Maintaining a register of links to market intelligence resources.

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- Registering participants to courses, seminars and other events organised in conjunction with the platform and administering payments in connection herewith.
- General project management.

#### Consultation

- Consults with the CO on strategy and content issues.
- Coordinates and communicates with external stakeholders and TradeMalta team as appropriate.
- Coordinates and communicates with other personnel within MIP to ensure best use of shared resources.

#### Self-Improvement

- Keeps up to date with new trends, methodologies and practices in relation to industry and enterprise interaction with government stakeholders.
- Keeps up to date with process review in relation to developments in foreign jurisdictions.
- Keeps up to date with technology and e-Business Portals developments in foreign jurisdictions.
- Keeps up to date with service management methodologies and practices.
- Keeps up to date with developments in the regulatory framework relating to industry and enterprise.
- Keeps up to date with the latest developments within TradeMalta.

#### Supervision Received

- Direction from the CO, especially in sensitive or contentious issues.

#### Working Conditions

- May be required to work outside office hours in crisis situations and/or to meet deadlines.
- Might be required to source and post content from outside the office

#### Qualifications/Experience/Skills

##### Qualifications & Experience

Tertiary qualification in Business Administration, Management, EU Affairs or Public Administration.	Mandatory
Knowledge of content management practices, including editing, publishing and similar functions.	Mandatory
Knowledge of the use of ICT in content-driven services.	Mandatory

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Knowledge of public sector practices, including procurement.	Mandatory
<b>Skills</b>	
Computer literacy.	High
Written and verbal communication skills.	High
Interpersonal skills.	High
Relationship management.	High
Service management.	High
Customer care.	High
Networking skills.	High
Negotiating ability.	High
Leadership.	High
Organization and planning skills.	High
Analytical, evaluative and problem-solving ability.	High
Self-motivated and shows initiative.	High
Able to multi-task under tight deadlines.	High
<b>Experience</b>	
Minimum 3 years' experience in a project management position.	Mandatory
Experience in public procurement and public sector procedures	Preferably

<b>Requested by:</b>		<b>Designation:</b>	
<b>Signature:</b>		<b>Date:</b>	
<b>Authorized by:</b>		<b>Designation:</b>	
<b>Signature:</b>		<b>Date:</b>	

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