



GOVERNMENT
OF MALTA



FONDI.eu

Terms of Reference – VAC001-GXF/2024

Post of Programme Manager at the GAL Xlokk Foundation

269, Main Street, Qormi, QRM 1107;

Tel: (356) 2099 8008;

Email: info@galxlokk.com

Website: www.galxlokk.com



Co-funded by
the European Union

1. Background Information about the Foundation

GXF is a foundation composed of a group of local councils and private entities operating within the Sooutheast territory in Malta. The Foundation is responsible to administer the LEADER Programme under the Rural Development Programme for Malta (2014 – 2020) and the Common Agricultural Policy (CAP) within its territory, amongst others. The Foundation's primary goal is to enhance the quality of life for residents whilst making the territory more economically prosperous.

2. The GAL XLOKK Foundation is receiving applications for the post of Programme Manager

3. Terms and Conditions

- i. This appointment is subject to a probationary period of twelve (12) months.
- ii. The Salary for the post of Programme Manager is €26,000 per annum, having an annual incremental increase of €500 as from the 1st January 2026.
- iii. Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary, subject to satisfactory performance.
- iv. A 20% pro-rata responsibility allowance, established according to the Basic Salary.
- v. An annual maximum fuel allowance of €400
- vi. An annual mobile allowance of €800.

4. Duties and Responsibilities

- i. Contributing to the Local Action Group's (LAG) planning and budgeting exercises.
- ii. Developing work plans, standards, procedures and schedules, whilst allocating work amongst staff members.
- iii. Offering assistance in the overall management of the GXF, the LEADER programme and control of the approved actions within the Local Development Strategy;
- iv. Keeping close liaison with the Chairperson and decision committee of the GXF;
- v. Keeping close liasion with the Managing Authority within the Ministry for European Funds, Social Dialogue and Consumer Protection and the Agricultural Rural Payment Agency within the Ministry for Agriculture, Fisheries and Animal Rights.
- vi. Providing a timely and effective response to any queries requested by the above-mentioned stakeholders;
- vii. Keeping close liasion with other entities as required including the IAID, SEM, Government Institutions, private entities and other coordinating Authorities;
- viii. Planning and coordinating Decision Committee meetings, including the Annual General meeting when and where requested;
- ix. Drafting and Issuing of Calls/Sub-measures in a timely manner;
- x. Delegating work and other duties to the staff members of the foundation in an efficient and effective manner;

- xi. Procuring activities and other services in line with the stipulated budgets;
- xii. Ensuring the effective implementation and execution of the actions as specified in the Xlokk's Local Development Strategy (LDS);
- xiii. Drawing up effective monitoring and control procedures required in order to ensure correctness and timeliness in all actions undertaken by the LAG;
- xiv. Attending meetings/ training/ conferences both locally and abroad;
- xv. Preparing and submitting Reports as specified in the Operating Guidelines;
- xvi. Managing financial resources in terms of Public financial regulations;
- xvii. Drawing up and issuing tender documents and carrying out procurement of goods and services in the terms of the spirit of Public Procurement regulations (refer to MA circular 01/2019);
- xviii. Participation in programme evaluation as per instructions issued by the Managing Authority;
- xix. Communicationg with all horizontal stakeholders and networking with Local and European Counterparts;
- xx. Participating actively in any meetings, seminars, training or events organised by the National Rural Network;
- xxi. Identifying and liaising regularly with counterparts in EU member states to identify and share best practise on issues related to the management of a LAG and general Rural Development Policy.
- xxii. The duties and responsibilities may vary and develop. The chosen candidate may be required to undertake further duties beyond the LEADER programme, which may be reasonable required taking into consideration one's personal capabilities.

5. Procedure

- i. This Open Call is being issued in accordance with Chapter 452 of the Employment and Industrial Relations Act and any other subsequent conditions of employment identified in the Maltese Law.

6. Administrative Criteria – Applicants' submissions

- i. Interested applicants are to submit a Covering letter, together with a detailed Curriculum Vitae, indicating qualifications and experience, and a copy of the Certificates (Original certificates are to be presented at interview stage).
- ii. Interested applicants are to submit a Police Conduct Certificate issued not later than one month before the call for application date.
- iii. Submissions are to include all the requested details and documentation and have to be sent via email on: info@galxlokk.com by not later than **Friday 15th March 2024 (Central European Time)**. Late Submissions will be automatically rejected.

7. Technical Criteria – Qualifications and Requirements

GAL Xlokk Foundation is seeking the services of a Manager on an indefinite basis. Interested Candidates must be in possession of the following qualifications and skills:

- i. Degree Qualification (Minimum MQF level 6 or higher) in Rural Development, European Studies, Public Policy, Social Administration, Management, Languages or other relevant degree.
- ii. Minimum of four (4) years of experience in the European Union Funds sector.
- iii. Knowledge about the LEADER programme will be considered as an asset.
- iv. Excellent verbal and communication skills in Maltese, English and any other language. This must be shown by a minimum of Ordinary level in the three or more languages.
- v. Possess excellent organisational and inter-personal communications skills.
- vi. Able to work on own initiative and to work under pressure.
- vii. Be a team player, flexible and able to meet strict deadlines.
- viii. Agreeing to travel abroad when and where requested.

8. Criteria for Award

- i. GXF will choose the preferred candidate after conducting formal interviews, and having met the requested administrative and technical criteria as specified in sections 6 and 7 of this document.
- ii. The Evaluation Committee will present the interview's ranking together with all the supporting documentation to the Decision Committee of the GXF. The Decision Committee is the decision-making body in relation to all activities of the GXF. All decisions taken are made in conformity with the Commission Guidelines, EU Regulations, National legislation, the Rural Development for Malta (2014 – 2020) and CAP SP (2023 – 2027) along with the GXF's grant agreement with the Managing Authority. The Decision Committee will verify the interview process and shall select the chosen candidate.
- iii. The maximum mark for this selection process is 100% and the pass mark is 60%.
- iv. The successful and unsuccessful candidates will be informed through writing about the final decision. The result of the interviews will be published and exhibited on the GXF's notice board and Website.

9. Cancellation of the Open Call

- i. GXF reserves the right to cancel or postpone to a later stage this Open Call. In case of postponement or cancellation, all interested applicants will be informed by email.

10. Date of commencement and period of execution

- i. The date of commencement shall be the date of signing of the contract between the chosen candidate and the legal representative of the Foundation.

11. Applicable Law

- ii. This open call shall be governed by and construed and enforced with and subject to the laws of Malta.