

## **EUROPE DIRECT Manager (The Gozo Business Chamber)**

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### **INFORMATION NOTE & JOB DESCRIPTION**

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#### **– What is the mission of the EUROPE DIRECT CENTRE?**

EUROPE DIRECT centres engage with citizens on a proactive and continuous basis to ensure greater ownership of the European Project. These are spread across various territories and regions across the EU. By organising information and engagement activities, EUROPE DIRECT centres enable citizens to make informed choices about the future of the EU by fully participating in the European Democratic process.

By cultivating a better understanding of how the EU and its democracy work and which issues fall under the EU competences, EUROPE DIRECT centres **raise citizens' awareness of how they benefit from the EU on a daily basis**, while also highlighting its added value.

You can find more information about the work of the EUROPE DIRECT Gozo on our facebook [page](#), and [website](#).

#### **– What is the role of the Gozo Business Chamber?**

The Gozo Business Chamber is the **host structure** of the EUROPE DIRECT centre in Gozo.

#### **– What are the duties associated with this position?**

The duties of the EUROPE DIRECT Manager within the Gozo Business Chamber will be the following:

- a) Coordinate the work of EUROPE DIRECT Gozo
- b) Plan and formulate the Annual Communication Plan (to be submitted to the European Commission Representation in Malta) of the Centre, which includes the events to be organised for the coming year
- c) Prepare reports as required by the European Commission Representation in Malta, and liaise with the same entity accordingly
- d) Liaise with schools, and other public and private sector entities, including Non Governmental Organisations (NGOs) to organise events in collaboration with these entities and targeted towards relevant segments
- e) Organise events to enhance the awareness of the EU and its work
- f) Keep abreast and research relevant topics which are being discussed at an EU level
- g) Keep Up to date the facebook page of Europe Direct and its website
- h) Assist and provide input on events being organised by the Gozo Business Chamber as required
- i) Assist in any tasks that may be indicated by the Chief Executive Officer of the Gozo Business Chamber

#### **– What is the training that will be provided?**

The Manager will work under the supervision of the CEO of the Gozo Business Chamber. Both in-house and external training will be provided.

The Manager may also need to attend training, both locally, abroad or virtually.

#### **– Is Experience being required?**

Though experience is not part of the requirements any experience in similar areas, especially exposure to work related to the EU and its institutions will be considered an asset.

## – What are the skills and education required?

An A-level standard of education ( a pass in a minimum of 2 subjects) is being required for this position. The candidate is expected to have a good command of the English and Maltese language (a pass in both languages at ordinary level is required). An 'O' Level pass in any other language is also being required. The ECDL certificate is also a prerequisite for this post. The selected candidate should have the ability to use all Office programs and to be able to use social media platforms.

A candidate's proven ability to interact and network would be considered an asset. Public speaking is also an important competency for this post.

Summarising the ideal candidate is to have the following:

Preferable Skills:

- Organization skills
- Computer and Social Media savvy
- Confidentiality
- Thoroughness
- Presentation Skills
- Ability to network

The candidate should be in possession of the following certificates:

- O Level standard in English, Maltese and any other language. An O Level Standard Certificate in European Studies would be considered an asset.
- At least a pass in 2 Advanced Level Subjects
- ECDL Certificate

Former Experience in a similar environment (though not necessary) would be considered an asset.

## What are the conditions of work?

The post is being offered on a **full-time reduced basis**. The employee is expected to work 20 hours per week. Nonetheless, the officer may need to travel abroad for training or educational and networking events. Some events may also need to be organised on weekends and in the evenings. No payment for overtime (if required) will be made in these cases. The salary will be commensurate with the qualifications and experience of the person.

## – How can I apply for this position?

You can apply for this position by sending an email together with a: (a) cv; (b) copy of the certificates; and (c) a motivational letter, on [info@gozobusinesschamber.org](mailto:info@gozobusinesschamber.org) by not later than **Friday 21 January 2022**.



**EUROPE DIRECT**  
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