

**Chief Executive Officer
(The Gozo Business Chamber)**

INFORMATION NOTE & JOB DESCRIPTION

– What is the mission of the Gozo Business Chamber?

The Chamber was formed on the 20th December 1999 out of the need at that time that the voice of Gozitan businesses would be represented at a national level. The Chamber's strategic role has been delineated along the years by the difficulties faced and how these needed to be addressed. The issues tackled by the Chamber are both regional (those affecting Gozitan businesses in particular), national (businesses in general), and international (those affecting businesses on islands).

Apart from representing them, the Gozo Business Chamber also promotes commercial opportunities among its members, and also acts as a mediator between its members and the authorities to find common solutions. The Chamber also represents its members during discussions with regional, national and international organisations and authorities. It also continuously educates its members through information seminars and training. Along the years the Chamber has also played an important role within INSULEUR, the organisation that represents businesses within EU islands.

The Chamber is not only an association that represents businesses but is also an active community organisation voicing at various levels the concerns of the Gozitan community.

– What are the duties associated with this position?

The duties of the Chief Executive Officer within the Gozo Business Chamber will be the following:

- a) Coordinate the work of the Gozo Business Chamber, including its international activities as part of its INSULEUR membership;
- b) Source financial support for the activities organised by the Gozo Business Chamber;
- c) Oversee its efficient and transparent administration in line with its legal constitution as a Non Governmental Organisation;
- d) Organise events, including but not limited to those arising from commitments entered into by the Chamber, such as events emanating from sponsorships to the Gozo Business Chamber, EU funded projects, or events being organised in conjunction between the Chamber and other ministries, organisations or constituted bodies;
- e) Coordinate EU funded projects that the Chamber may enter into from time to time;
- f) Participate in fora as may be directed the Council, both locally and abroad;
- g) Coordinate the work of the Council of the Gozo Business Chamber including the formulation of the monthly agenda, and the follow-up of activities emanating from the Council meeting, ensuring effective communication between all Council members; and
- h) Draft Press Releases, Policy and budgetary documents, and responses to consultation as may be required.

A candidate's proven ability to interact and network, and the ability to formulate policy positions/paper 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 liaise with media houses and conduct interview.
- Ability to network
- Ability to formulate policy positions/papers/ and press releases.

The candidate should also be in possession of the following certificates and experience:

- A Masters Qualification (Level 7) in the areas of public policy/administration and business.
- An O'Level Pass in both Maltese and English, showing also proficiency to communicate in both languages.
- Having occupied for at least four years a similar post (Chief Executive Officer or equivalent).

You can apply for this position by sending an email together with a: (a) cv; (b) copy of the certificates; (c) proof of experience; and (c) a motivational letter, on info@gozobusinesschamber.org by not later than **Tuesday 4 July 2023**.

