

### ***Core Deliverables/Accountabilities***

1. Assist researchers and organisations who wish to participate and submit projects under Horizon Europe calls through tailored advice, partner searches, regular updates and reviewing proposals as necessary.
2. Keep abreast with related policy documents and provide feedback on policy documents on the areas of focus.
3. Raise awareness of Horizon Europe opportunities offered through the pillars such as the interdisciplinary nature of the Programme especially with regard to the Clusters, Missions, Partnerships and EIT KICs, and newly established activities of the European Innovation Council.
4. Ensure effective promotion of Horizon Europe, COST and other R&I programmes and initiatives (including general awareness of the National R&I Programme), through one-to-one meetings, workshops, events etc.
5. Effectively promote the Unit's support measures with relevant stakeholders.
6. Manage the organisation of the Framework Programme related events, including any procurement requirements and managing the logistics of incoming and outgoing delegations.
7. Attend relevant National Contact Point and Programme Committee meetings abroad or online and provide input and follow up as necessary.
8. Manage the Enterprise European Network (EEN) project for MCST by carrying out the assigned project tasks including technical, administrative and financial reporting, as well as any other assigned projects.
9. Support the maintenance and update of any online tools and ensure marketing material and online information is kept up-to-date.
10. Coordinate work with other ministries and entities as required.
11. Travel whenever so required.
12. Draw up regular progress reports and other required documentation on ongoing and future FP related initiatives.
13. Following up policy-related communications and developments across an international dimension. Participate as required in internationalisation initiatives, the implementation of the national research strategy and the monitoring of projects.
14. To contribute positively to the achievements of MCST's goals and objectives by participating as a productive member of the MCST workforce.
15. Other duties as assigned by the Chairman, Director or his or her delegate.