

# Executive (Framework Programme Projects)

Jobsplus Permit Number: 206/24

Jobsplus Vacancy Number: 404646



## Role

To carry out the tasks and deliverables of the Malta Council for Science and Technology (MCST) under the remit of the Ministry for Education, Sport, Youth, Research and Innovation in the **ECHoS** project.

**ECHoS** (Establishing of Cancer Mission Hubs: Networks and Synergies) is a Horizon Europe Missions project aimed at advancing cancer research and treatment through the establishment of Cancer Mission Hubs. These hubs will serve as collaborative networks to foster synergies among multidisciplinary institutions and stakeholders.



The Malta Council for  
**Science & Technology**

The Framework Programme Unit within the Malta Council for Science and Technology (MCST) is seeking a highly motivated person as Projects Executive to ensure the successful implementation and coordination of activities within the ECHoS project.



## Duties:

1. To carry out the following tasks and deliverables, assigned to MCST in the ECHoS project, as directed by the Unit Director:
  - a) Developing project plans and timelines in line with project tasks;
  - b) Assisting in the setting up of a National Cancer Mission Hub for Malta;
  - c) Leading the work package on synergies aimed at building bridges with other Missions in Horizon Europe, and other EU initiatives;
  - d) Keeping track and updating the synergy tool/s as developed by the project;
  - e) Ensuring broad stakeholders' involvement, including patients and citizens, in policy dialogue on cancer;
  - f) Identifying potential synergies with other areas to contribute to the success of the Mission.
2. To develop and implement an effective communication strategy to raise awareness of the ECHoS project and its goals, and to engage in outreach activities to attract potential collaborators and contributors to the Cancer Mission Hubs.
3. To support, promote and disseminate Horizon Europe Missions calls amongst relevant Maltese stakeholders.
4. To support the work of the National Contact Point in the area of Health, by disseminating calls and assisting potential applicants in applying for calls for proposals.
5. To maintain comprehensive project documentation, including progress reports, timesheets, meeting minutes and relevant correspondence and documentation, in line with Horizon Europe funding regulations.
6. To assist in the development of new project proposals in support of the delivery of MCST's official mandate.
7. To contribute positively to the achievements of MCST's goals and objectives by participating as a productive member of the MCST workforce.
8. Other tasks assigned by management as required.





## Requisites:

Master's qualification at MQF Level 7 in natural sciences, or ICT, or engineering, or European studies, or international relations, or a comparable professional qualification recognised by MFHEA (MQRIC if applicable) and preferably with a minimum of one (1) year work experience in a related field.

**OR**

Bachelor's qualification at MQF Level 6 in natural sciences, or ICT, or engineering, or European studies, or international relations, or a comparable professional qualification recognised by MFHEA (MQRIC if applicable) and preferably with a minimum of three (3) years' work experience in a related field.

## Working Conditions:

This position is on a **definite basis** for one year and three months (for the duration of the project), with a salary of €28,936 per annum:

- Free Gym membership;
- Parking Facility;
- Teambuilding activities.

## How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to [recruitment.mcst@gov.mt](mailto:recruitment.mcst@gov.mt) by not later than cob **Wednesday 6<sup>th</sup> March, 2024**. Late and/or uncomplete applications will not be processed.

*By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the MCST Privacy Policy <http://mcst.gov.mt/our-privacy-policy/>. You can withdraw your consent at any time by sending us an email through [recruitment.mcst@gov.mt](mailto:recruitment.mcst@gov.mt).*

