

Part-Time Executive (Framework Programme Projects)

Jobsplus Permit Number: 491/24

Jobsplus Vacancy Number: 407738



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 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.



The Malta Council for
Science & Technology



Duties:

1. To carry out the tasks and deliverables assigned to MCST in the ECHoS project as directed by the Unit Director:
 - a) Develop project plans and timelines in line with project tasks.
 - b) Assist 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) Ensure broad stakeholders' involvement, including patients and citizens in policy dialogue on cancer.
 - f) Identify potential synergies with other areas to contribute to the success of the Mission.
2. Develop and implement an effective communication strategy to raise awareness of the ECHoS project and its goals and engage in outreach activities to attract potential collaborators and contributors to the Cancer Mission Hubs.
3. Support, promote and disseminate Horizon Europe Missions calls amongst relevant Maltese stakeholders.
4. Develop and implement an effective communication strategy to raise awareness of the ECHoS project and its goals and engage in outreach activities to attract potential collaborators and contributors to the Cancer Mission Hubs.
5. 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.
6. Maintain comprehensive project documentation, including progress reports, timesheets, meeting minutes and relevant correspondence and documentation in line with Horizon Europe funding regulations.
7. Assist in the development of new project proposals in support to the delivery of MCST's official mandate.
8. Other tasks assigned by management as required.
9. To contribute positively to the achievements of MCST's goals and objectives by participating as a productive member of the MCST workforce.



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 preferable 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 preferable 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 (until the duration of the project) with a salary of €14.60 per hour.

- 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 by not later than cob **Thursday 13th June, 2024**. Late and/or incomplete 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/](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.

