

## CALL FOR APPLICATIONS

**Post of Full-Time:** EU Desk Officer / Project Administrator

**Project:** Increasing SME Organisations Representativeness for more Effective Social Dialogue (ioreSME) – **Project No.:** 101051860

Applicants are invited to apply for the post of an EU Desk Officer within the Malta Chamber of SMEs . If engaged the EU Desk Officer will be employed for a definite period of up to 24 months, depending on the start date of the employment, and subject to availability of funds. This is part of a project co-funded by the European Union.

### Tasks:

- To directly carry out tasks in line with the project deliverables and actions;
- Consult with members on EU Semester and NRRPs;
- Disseminate information related to schemes;
- Assisting members with submitting applications; and
- Collecting data and collating it.

The New recruit will also contribute towards project management and research as part of the project.

### Requirements:

- Applicants should be self-motivated and have the ability to work both independently and as part of a team, be able to organise and prioritize tasks within the Project's timelines to meet interim deadlines, and possess good written communication and academic writing skills.
- Have at least 2 years' experience working in a relevant area.
- To have a minimum Bachelor's degree in EU Studies, project management, policy, economy or any related field.

Applications are to be received by not later than **Monday 8th August C.O.B.** Applications are to be addressed to Ms. Abigail Agius Mamo on [abigail.mamo@smechamber.mt](mailto:abigail.mamo@smechamber.mt)



**Co-funded by  
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