aquatic
RESOURCES MALTA

Position of Executive Officer (Fisheries Research)

Nomenclatures denoting the male gender also include the female and any other gender.

1. Introduction

The Chief Executive Officer of Aquatic Resources Malta invites interested individuals to apply for the vacant position of Executive Officer within the Agency.

The Executive Officer will provide support in the execution of tasks within the Research, Sustainable Development and Education Department, reporting to the Chief Executive Officer and/or his delegate.

The Executive Officer may be required to work under pressure and unsupervised.

2. Duration of Assignment and Conditions

The position of Executive Officer is a full-time position, on an indefinite contract basis, and subject to a trial period of twelve (12) months.

3. Duties

The responsibilities and duties of the Executive Officer may include inter alia:

Responsibilities:

i. Leadership:

- Assist Senior Executive in the coordination of departmental activities.

ii. People Management:

- Coordinate with other team members to ensure timely completion of tasks.

iii. Operational Management:

- Execute administrative tasks according to established procedures.
- Ensure compliance with organizational policies and guidelines.
- Maintain accurate records and documentation.

iv. Technical Management:

- Utilize office software and equipment to perform administrative duties.
- Assist in the maintenance of departmental databases and files.
- Provide technical support to departmental staff as required.

Specific Duties:

v. Administrative Support:

- Provide administrative support to Senior Executive, including scheduling appointments, managing correspondence, and organizing meetings.
- Prepare and distribute departmental reports, presentations, and documents.
- Maintain accurate records of departmental activities and transactions.

vi. Data Entry and Record Keeping:

- Enter data into departmental databases and systems accurately and efficiently.
- Maintain electronic and hardcopy records, ensuring they are organized and up to date.
- Retrieve information from databases and files as requested.

vii. Communication and Correspondence:

- Manage incoming and outgoing communications, including phone calls, emails, and mail.
- Respond to routine inquiries and requests for information.
- Draft and proofread correspondence, reports, and other documents.

viii. Meeting and Event Coordination:

- Schedule and coordinate meetings, appointments, and events for departmental staff.
- Prepare meeting agendas and materials and distribute them to attendees.
- Arrange for meeting facilities, equipment, and catering as needed.

ix. Specialization:

- Assists the Senior Executive in the design, planning and implementation of data management, analysis and reporting measures and initiatives directly aimed at proactively improving Agency operations;
- Coordinates and implements Agency data management strategies, as well as specific projects or initiatives as indicated by the Senior Executive;
- Follows local and international developments in fisheries, environmental monitoring, data analytics, information management and related fields in order to keep up to date with new policies, regulations, initiatives and best practices;
- Coordinates activities to ensure the quality and timely presentation of scientific information, reports, questions, documents and other requests related to the collection, validation, management and analysis of scientific data;
- Provides scientific positions on technical fisheries and data-related documents circulated by the respective entities;
- Provides scientific advice on data management, statistical analysis, information systems and related matters where necessary;
- Drafts, submits and compiles documents, reports, analytical outputs or other material as directed by the Senior Executive;

- Represents the Agency in fisheries, data and scientific meetings both in Malta and abroad;
- Gathers statistics and information as requested by the relevant Departments, Ministries, the European Union and other national and international organisations;
- Ensures the proper recording, management, security and filing of scientific data and other Agency data as required;
- Draws up and implements budgets, in particular for EU-related programmes and projects;
- Leads data-related projects, in particular those funded under EU programmes and projects;
- Coordinates the development, maintenance and continuous improvement of databases, information systems, dashboards, GIS products and other data visualisation tools;
- Oversees the implementation and continuous improvement of quality assurance and quality control (QA/QC) systems for data collection, management and reporting;
- Liaises with information technology service providers and other stakeholders regarding data infrastructure, databases and business intelligence systems;
- Identifies opportunities to improve data processing, automation and reporting workflows through innovative analytical tools and methodologies;

Any other duties that may be assigned by the Chief Executive Officer and/or his delegate.

4. Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants need to be:

a. citizens of Malta; or

b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or

c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or

d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or

e. third-country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18 (3) thereof, together with family members of such third-country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; or

f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identita` Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

4.2 Furthermore, by the closing time and date of this call for applications, applicants must possess:

a. a recognised Master qualification at MQF Level 7 (subject to a minimum of 90* ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in areas related to Marine Science or Marine Conservation or Oceanography or Marine Biology or Statistics or Data Science or any other relevant areas or qualification as determined by Management, plus two (2) years relevant work experience; OR

**A recognised Master qualification with a minimum of 60 ECTS credits is only accepted subject to an MQRIC formal Master recognition statement being submitted with the application (subject to the provisions of Clause 5.4 of the General Provisions document). A recognised Master qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS credits.*

OR

b. a recognised Bachelor qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in areas related to Marine Science or Marine Conservation or Oceanography or Marine Biology or Statistics or Data Science or any other relevant areas or qualification as determined by Management, plus four (4) years relevant work experience.

Applicant must also have advanced knowledge in:
- at least one programming language (such as R, Python or MATLAB)
- GIS platforms (QGIS or ArcGIS); and
- Microsoft Office Suite.

Any additional statistical or analytical software will be considered an asset.

5. Submission of documentation

For full consideration of applications, candidates are required to submit the following documentation:

- A detailed Curriculum Vitae (CV);
- Copies of all relevant certificates/transcripts for academic qualifications, and/or testimonials substantiating experience claimed;
- An MQRIC recognition statement for any qualification obtained from a non-local education institution (i.e. qualifications awarded from educational institutions outside Malta). Such recognition statements are issued by the Malta Further and Higher Education Authority; and,
- A copy of a valid residence and/or work permit, where applicable.

Applications that do not include **all** the required documentation by the specified deadline will not be considered.

Original certificates and/ or testimonials are to be produced for verification at the interview.

6. Selection procedure

Eligible applicants will be interviewed by the Interviewing Board to determine their suitability for the position.

Due consideration will be given to applicants who, besides the requisites indicated in paragraph 4, have proven relevant work experience.

7. Salary

The gross salary for the position of Executive Officer is €34,616 per annum for 2026 and rises by an annual increment of 596€ up to a maximum of €37,596. The position is graded as a Grade B position within the Aquatic Resources Malta salary structure. Grade B also carries an all-inclusive communication allowance of €1,000 per annum, a €2,000 ARM allowance per annum, up to 10% of the basic salary as Disturbance Allowance per annum, a car allowance of €2,000 and up to 15% of basic salary as Performance Bonus per annum.

8. Submission of applicants

A detailed C.V. together with the relevant documentation indicated under Section 5 of this call are to reach the **Chief Executive Officer** by not later than **noon** (Central European time) **Friday, 13th November 2026.** Submissions may be done electronically at hrvacancies.arm@gov.mt.

Incomplete applications and/or applications that are received after the closing date and time (i.e. late applications) will not be considered.

Dr Francis Fabri
Chief Executive Officer