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# Vacancy

## PROJECT COORDINATOR (Jobsplus Permit No: 686/2022)

A vacancy for the post of **Project Coordinator** has arisen within NCPE, the National Commission for the Promotion of Equality, as part of the project 101083556 *Strengthening Knowledge on Integration and Non-Discrimination (SKIN)*. This post is equivalent to Public Service Salary Scale 7.

The selected candidate will be expected to enter into a full-time definite contract (expiring in October 2024), where s/he will be responsible for the project activities including:

- carry full responsibility for the planning, coordination, implementation and administration of the project from beginning to end;
- be responsible for the financial scrutiny of each payment, procurement and monitoring;
- liaise with service providers and ensure the delivery of work in line with commitments made in line with the respective contract;
- liaise and keep good relations with the project partner throughout the project;
- organize consultation meetings, training sessions and focus groups in an effective and timely manner; and
- prepare awareness-raising campaign/s emphasizing timeframes, content and monitoring.

The Project Coordinator must be in possession of:

**Either** A recognised Master's qualification at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2008) in Sociology, Psychology, Anthropology, Public Policy, Social Policy, Commerce, Law, European Studies, Communications, International Studies, or Social Work or a comparable professional qualification, plus one (1) year relevant work experience in project management

**Or** A recognised Bachelor's 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 Sociology, Psychology, Anthropology, Public Policy, Social Policy, Commerce, Law, European Studies, Communications, International Studies, or Social Work or a comparable professional qualification, plus three (3) years relevant work experience, 1 of which must be in project management

The individual needs to be a good team player, well versed in equality issues, computer literate and able to use relevant MS Office applications. Strong communication skills including good writing skills in both Maltese and English are essential for this position. Knowledge/experience of Accounts, Project Management and Government procurement procedures and regulations are considered an asset.

Interested persons should send their application together with a detailed CV to the Executive Director via email on [equality@gov.mt](mailto:equality@gov.mt) by not later than **Friday 17th March 2023**. Late submissions will not be considered.

NCPE  
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**Citizens, Equality, Rights and Values Programme 2021-2027**  
Project part-financed by the European Union  
Co-financing rate: 90% EU funds; 10% National Funds

