

POSITION DESCRIPTION

Position Title:	Project Manager
Organisation:	Office of the Information and Data Protection Commissioner (OIDPC)
Reporting to:	Project Leader

1. Background information

The General Data Protection Regulation (GDPR) has been brought into application across all EU member states as from 25th May 2018. The GDPR presents new challenges to organisations to conform to all requirements and obligations to satisfy the rights of the data subjects. The Information and Data Protection Commissioner (IDPC) has applied for EU funds (Rights, Equality and Citizenship Programme) under a restricted call issued by the Commission specifically to the Data Protection Authorities (DPAs) where such funds shall be used to raise awareness to data subjects on their data protection rights and assist SMEs in complying with their legal requirements under the GDPR.

This project is expected to be implemented over a two-year period.

2. Overall Purpose of the Position

A vacancy to fill the position of a Project Manager has arisen with the IDPC for the duration of the implementation of this Project. A definite contract for the period of two years will be offered to the right applicant. The remuneration will commensurate with experience. The Project Manager shall assist the Project Leader in the overall monitoring and management of the project implementation. This will include, *inter alia*, the preparation of procurement documentation, liaising with Project Co-ordinators, obtaining best-value quotations, organising events and provide any additional assistance as instructed by the Project Leader. All the decisions concerning the project shall be taken by the Project Leader.

The operational base of the project shall be the Office of the Information and Data Protection Commissioner at Sliema, Malta.

3. Main Responsibilities

- Liaise with various stakeholders involved in the project and handle any queries that may arise;
- Co-ordinate the various tasks being undertaken at different levels;
- Assist in the administrative evaluation of contractors and suppliers including in procuring the various services required for the proper implementation of the project;
- Be responsible for the general running of secretarial and clerical duties arising from the project which relate to finance and accounting;
- Assist the Project Leader in drawing up project plans and work packages as well as budget plans covering all financial aspects of the project;
- Assist the Project Leader in the drafting of tender documents for the provision of services and supplies, contracts, call for quotations, request for proposals or other procurement documents;
- Monitor and supervise that contractual obligations and project deadlines are met;
- Ensure that reporting obligations are fulfilled;
- Maintain accounting records as per regulations and assist in audits as necessary;
- Organise and participate in meetings with the conference/seminar venues to coordinate logistical details of the information sessions that will be held as part of the project;
- Carry out other duties as directed by the Project Leader.

4. Reporting requirements

- Interim progress reports must be prepared every six months during the period of execution of the employment contract.
- There must be a final progress report at the end of the period of execution. The draft final progress report must be submitted at least one month before the end of the employment contract.
- Two (2) copies of the progress reports referred to above must be written in English and submitted in a timely manner to the Project Leader, who is responsible to approve such reports.

5. Consultation

- Maintains a close working relationship with the OIDPC's team to facilitate a cohesive and integrated approach in the Office's operations and the ultimate fulfilment of its objectives.

6. Accountability

- Adopts a professional approach within the Office and with third parties, particularly during meetings.
- Shows leadership skills for the effective achievement of the OIDPC's objectives and strategies.
- Adheres to internal policies and procedures.
- Capable of undertaking similar works in project management and administration services;
- Be flexible and capable of respecting specific targets within strict deadlines;

7. Working Conditions

- Arrangements may be made for a flexible time-schedule if required, without affecting the project timelines, deliverables and quality of the project.

8. Qualifications / Skills Required

- The applicant must ideally have a Diploma in Management and/or Administration or equivalent at MQF level 5 (or higher). Other qualifications may also be considered by the selection board.
- The Project Manager must possess excellent communication, organisational and interpersonal skills and must be fluent at least in one (1) of the official languages of Malta (both written and spoken).
- A CV must be included together with the application, indicating experience in previous projects undertaken by the applicant.
- Good understanding of procurement regulations applied in the public sector.
- Good judgement and ability to set priorities and formulate decisions.

- Ability to prepare reports and translate goals to results.
- Proficient in office automation tools, particularly MS Office suite.
- Displays a good level of initiative, effort and commitment towards attaining results.
- Working experience in a similar role will be considered an asset.