

## **CALL FOR APPLICATIONS TO FILL VACANCY FOR HEAD OF COMMUNICATIONS**

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to [recruitment.pg@projectgreen.mt](mailto:recruitment.pg@projectgreen.mt)

### **JOB DESCRIPTION & PROFILE**

Title	Head of Communications
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### **Job Objective**

#### Overview

#### About the CEO's office:

The CEO's office is responsible for the overall performance and the executive day-to-day management of the Project Green agency. Furthermore, the CEO's office is responsible for the development and implementation of the Agency's strategy, its policies including Government's greening agenda.

#### About the Role:

As Head of Communications, your tasks will include:

- Develop a cohesive communications strategy and continuously update it,
- Creating an informative and engaging internal communications platform and attendant protocols,
- Management of media relationships,
- Website, social media, and ongoing quality content development,
- Oversight of all company communications and events calendar,
- Ownership of media questions, interviews, parliamentary questions, and FOI requests,
- Management of events and liaison with other stakeholders (in relation to events) e.g. Ministry or other relevant Ministries and institutions,
- Manage public perception data and identify strategies to address public profile challenges,
- Ownership of stakeholder management and ongoing strategic engagement.

### About You:

Project Green is looking for a Head of Communications of the highest personal and professional integrity, principle, and knowledge, earning respect and support when making decisions and choices. The selected candidate needs to be a self-directed person with a strong work ethic and high expectations for performance; a person leading by example and sets strong professional and personal standards for every activity.

The role requires the possession of a minimum of a bachelor's degree qualification (MQF Level 6) or higher as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC) in Marketing, Communications, or a relevant field. You will also possess a minimum of three (3) years relevant work experience in a similar role.

If you do not have the necessary academic or professional qualifications but you have at least five (5) years working experience, we would still be interested to consider you.

### Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on [mfhea.mt](http://mfhea.mt) under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage [projectgreen.mt](http://projectgreen.mt).

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.