

JOB DESCRIPTION		Interconnect Malta
Designation:	Executive (Engineering Officer)	
Department:	Technical Division	
Responsible to:	Senior Executive or as Delegated by the CEO or Divisional Manager	
Basic Functions	Project Engineering, Permitting, Public Procurement	

1. Functions

The Executive (Engineering Officer) will be required to:

- Prepare tender documents, assist in evaluation of tenders, and carry out a technical review of the deliverables for the implementation of the 2nd Cable Interconnector project, which include the route identification study, permitting/EIA studies, design studies, and marine route surveys.
- Evaluate tenders and carry out technical reviews of the deliverables related to studies for the 2nd Cable Interconnector project
- Monitor the execution of the contracts for the execution of the studies highlighted above and ensure that deliverables respect the conditions in their respective contracts.
- Minimise the costs of the projects for the Company and enhance value for money.
- Carry out the necessary consultations and attend of progress meetings.
- Provide regular updates on the Projects.
- Carry any other tasks that may be required for the successful and timely implementation of the Projects.
- Any other related service to the above as required by the Company.

2. Duties

The Executive (Engineering Officer) will be expected to:

- Contribute to the coordination and management of the Electrical Interconnector project as required by management.
- Support the technical team in the execution of the technical and environmental studies in connection with the project/s of ICM.

- Issue Terms of Reference for tenders in relation to the 2nd Interconnection Project.
- Review reports/documentation in relation to engineering design, marine surveys, engineering reports, and environmental studies required as part of the permitting and commissioning of the projects.
- Write reports, bulletins, and newsletters.
- Aid the team in the preparation of specifications and contract documents in accordance with the Company's policies and procedures.
- Aid the team to formulate tender evaluation reports for services and works related with the project and the Company's requirements.
- Participate in the administrative and financial reporting exercises under the CEF and ERDF programmes.
- Participate in the coordination of the projects' related contracts throughout their drafting, tendering, adjudication and execution phases.
- Form part of Project Monitoring Board relating to the execution of contracts and actions.
- Provide, as directed, support to all stakeholders in the drafting of their administrative and financial reporting requirements under the project.
- Support as necessary, the general administration of the project.
- Participate, as required, in technical workshops and stakeholder/public events.
- Assist in developing project reporting tools and the assessment of project status information to highlight any deviations from planned objectives and identify the necessary corrective action.
- Support the preparation of reports and other documentation related to the implementation of the Projects.
- Approve, write, review, implement, report, and prepare technical documentation aligned to this job description before being published by the Company.
- Build a strong relationship with key personnel and subcontractors to facilitate the achievement of goals by providing ongoing feedback, training, and coaching.
- Perform any other duties in accordance with the Code of Ethics for the Engineering Profession, assigned by management from time-to-time.

3. Other Requirements

- Ensures that replies to all types of internal and external communication are delivered as determined by the Company in a timely manner.
- Is ready to travel for meetings, witnessing, and training according to working exigencies.
- Is available to work on site from the Company's premises on a daily basis during core working hours as established by the Company.
- Makes use of any software and/or system that the Company may introduce.
- Ensures high quality and standard of work and service throughout as specified in the Company's policies.
- Ensures collaboration and dialogue with colleagues and other professionals within the Company and with other external entities and authorities for the effective and efficient execution of duties.
- A thorough understanding of the relevant technology and good practical skills.
- Is able to work under pressure.
- Be able to work independently taking own initiative within company policy.
- Participates as an effective member of teams and have the ability to supervise groups of technical staff.
- Persists to pursue recurring problems relentlessly until a solution is found.
- Act in accordance with public procurement regulations.

4. Training and Self Improvement

The Executive (Engineering Officer) is expected to:

- Maintain high ethical and moral standards.
- Keep abreast with developments in the policy area to which he / she is assigned.
- Keep abreast with good practice in engineering practices and developments.
- Keep abreast with quantitative research methods.
- Keep abreast with project management methodology.
- Keep abreast with performance management methodology.
- Keep abreast with the software that the Company may introduce from time to time.

Executive (Engineering Officer I)

- Keep abreast with communication strategy design and implementation methodology.
- Keep up-to-date with the knowledge of EU Gas regulations, Local Laws, Technical Standards, ISO & EN Standards, and work practice through self-taught and refresher courses.
- Keep up-to-date with all equipment as well as technological advances.
- Expected to demonstrate competence on a continuing basis.

5.0 Organizational Relationships

Reports to the Senior Executive (Technical), or delegate, and as may be instructed from time to time by the CEO or Divisional Manager

6.0 Knowledge

Due consideration shall be given to applicants who possess working knowledge of:

Project Management
Electrical Power & Protection Systems
Electrical Engineering
Drafting of tender documents
Public procurement

7.0 Qualifications

The Executive (Engineering Officer) must be in possession of:

- A qualification in electrical engineering at MQF level 6, or equivalent; and
- An engineering warrant; and
- Minimum of ten years' experience working on electrical and/or infrastructure projects; and
- Five years' experience in tender drafting, reviewing and evaluation.