


JOB DESCRIPTION		
<b>Designation:</b>	Executive (Engineering Officer Trainee)	
<b>Department:</b>	Technical Division	
<b>Responsible to:</b>	Manager or Divisional Manager or as Delegated by the CEO	
<b>Basic Functions:</b>	Engineering	

## 1. Functions

The Executive (Engineering Officer Trainee) will be required to:

- Assist the ICM team in structural, mechanical, or electrical research and calculations to ensure the design's technical feasibility and safety whilst ensuring that the design adheres to the relevant codes and standards.
- Assist the ICM team to develop and finalize the technical design of the systems, structures, or equipment, considering factors like materials, load-bearing capacity, and environmental conditions.
- Assist in the tender documents' specifications
- Evaluate tenders in connection with the Second Interconnector project ("the Project").
- Monitor the execution of the contracts and ensure that deliverables respect the conditions in their respective contracts.
- Minimise the costs of the project for the Company and enhance value for money.
- Carry out the necessary consultations and attend progress meetings.
- Provide regular updates on the Project.
- Oversee project implementation phases, ensuring adherence to technical specifications, budgets, and timelines.
- Conduct on-site inspections and assessments to monitor project progress and quality control.
- Collaborate with stakeholders, contractors, and regulatory bodies to ensure smooth project execution and also provide presentations.
- Assist in the operation and maintenance planning of infrastructure projects post-implementation.
- Carry any other tasks that may be required for the successful and timely implementation of the Project.
- Carry out any other duty related to the above as required by the Company.

## 2. Duties

The Executive (Engineering Officer Trainee) will be expected to:

- Contribute to the realization, implementation, coordination, management and operation of the Projects as required by management.
- Proactively be involved with the technical team in the execution of the projects of ICM.
- Support the other ICM teams in the execution of the Project.
- Perform research and issue Terms of Reference for tenders in relation to the Project.
- Review and provide suggestions 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 and assist accordingly.
- 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 ERDF programme.
- Participate in the coordination of the project's related contracts throughout their drafting, tendering, adjudication and execution phases.
- Form part of Project Monitoring Board or Project Teams 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 Project.
- Write, review, implement, report, and prepare technical documentation aligned to this job description before being reviewed by the Divisional Manager, or his delegate.

- 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 Profession and assigned by management from time-to-time.

### 3. Other Requirements

The Executive (Engineering Officer Trainee) will also be expected to:

- Work towards obtaining the Professional Warrant in accordance with his/her academic qualification.
- Reply to all type of internal and external communication.
- Be ready to travel for meetings, witnessing, and training according to working exigencies.
- Be available to work on site to monitor site works and provide feedback and reports to the Divisional Manager, or his delegate.
- Make use of any software and/or system that the Company may introduce.
- Ensure high quality and standard of work and service throughout as specified in the Company's policies.
- Ensure 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.
- Possess a thorough understanding of the relevant technology and good practical skills.
- Be able to work under pressure and communicate with the Divisional Manager or his delegate.
- Be able to work independently, taking own initiative whilst respecting company policies.
- Participate as an effective team member.
- Persist in pursuing recurring problems relentlessly until a solution is found.
- Act in accordance with public procurement regulations.

### 4. Training and Self Improvement

The Executive (Engineering Officer Trainee) is expected to:

- Either submit an application to obtain the Warrant to practice his profession in accordance with the relative legislation , or be within the final year of the course which would lead to eligibility to attainment of a professional warrant

work towards obtaining the Warrant to practice his profession

- Maintain high ethical and moral standards.
- Keep abreast with developments in the technical and 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.
- Keep abreast with communication strategy design and implementation methodology.
- Keep up to date with the knowledge of EU Electrical Market Directive, 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.
- Demonstrate competence on a continuing basis.

## 5.0 Employment Conditions

Applicants in their final year of studies shall be employed for a maximum period of twelve months for twenty-five (25) hours a week or less as may be agreed between the parties. Upon successful completion of their studies, they may be offered a Contract of Employment for a maximum duration of three (3) years for forty hours a week, at the discretion of the Company.

## 6.0 Organizational Relationships

Reports to the Divisional Manager, or delegate, and as may be instructed from time to time by the CEO

## 7.0 Knowledge

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

Engineering (Electrical, or Mechanical, or Civil, or Architecture)
Electrical Power & Protection Systems
Design
Public procurement
Operations of Energy Infrastructure

## 8.0 Qualifications

In order to be able to apply for the post of Executive (Engineering Officer Trainee) must be in possession of:

A qualification in electrical, or mechanical, or civil, or architecture engineering at MQF level 6 or level 7 in the case of architecture

or

In the Final Year of the Courses mentioned above with the expectation of graduating before end 2025.