**JOB DESCRIPTION – EXECUTIVE TSPD**

**DIRECTORATE** Tourism Services Providers Development – Product Development

**REPORTS TO** Direct Superior/s and Director

## Main Objectives of the job

To assist and support the Unit in the daily duties, with the objective of having an efficiently run office and to provide support in all matters related to the receiving and processing of applications related to all tourism projects requiring pre-PA endorsement from the Authority.

## Main Duties and Responsibilities

To assist the superiors within the Unit in receiving and servicing enquires from the public through telephone calls and visits regarding applications / compliance certificates of all tourism projects requiring pre-PA endorsement from the Authority;

- Process and review applications for issuing Tourism Compliance Certificates.
- Assist the unit in preparing necessary documentation and supporting materials for the Tourism Development Board.
- Compile and produce comprehensive monthly reports.
- Maintain detailed records and statistical data for all applications, including their status, while monitoring and tracking the process until the proposal is granted an operational license.
- Support superiors with assigned tasks, including initiatives and programs aimed at enhancing the quality and development of various tourism services.
- Communicate regularly with direct superiors/management to provide updates on progress and deadlines for assigned tasks.
- Offer support to colleagues and staff as directed.
- Ensure the office remains organized and efficient, while maintaining oversight of direct reports.
- Coordinate arrangements for meetings.
- Attend meetings as required and accurately record minutes.
- Handle sensitive and confidential information with discretion.
- Record daily appointments for the unit and ensure the office is well-maintained.
- Maintain a high standard of service delivery at all times.
- Temporarily assume the responsibilities of direct superiors when necessary.
- Perform any other duties assigned as required.

The MTA reserves the right to transfer and assign duties in a similar position within other departments as per the Authority's work exigencies.

## Competencies

- Strong writing and communication skills in both Maltese and English.
- Proficient in compiling and submitting detailed reports.
- Proficient in planning and development procedures
- Excellent organizational and time management abilities.
- Skilled in developing and maintaining administrative processes to enhance daily operational efficiency.
- Highly organized with strong analytical and problem-solving skills.
- Possesses keen observation skills and a customer-focused approach.
- Demonstrates integrity, assertiveness, and strong interpersonal and communication skills.
- Committed to maintaining a high level of confidentiality.
- Adaptable and flexible, able to perform a variety of tasks.
- Reliable in meeting pre-established deadlines.
- Resilient under pressure, with the ability to respond positively to change.
- Capable of working independently with minimal supervision, while being proactive and self-motivated.
- Team-oriented with the ability to foster a cohesive and collaborative work environment.
- Proficient in office software such as Microsoft Excel, Word, and PowerPoint.
- Must hold clean police conduct certificate.
- Prepared to provide testimony in a court of law when required.

## Qualifications and Experience

Applicants must be:

- In possession of a recognised degree or a relevant comparable qualification at MQF Level 6 (subject to a minimum of 180 ECTS) or higher in Tourism, Architecture or Planning or a related subject area;

## Working Conditions:

The position of Executive TSPD is on an indefinite basis and subject to a probationary period of twelve (12) months, with a salary of €26,926 per annum and a yearly increment.

In addition to the Salary, the Executive TSPD shall be entitled to:

- Executive Allowance - €932;
- Performance Bonus
- Health Insurance;
- Savings Plan Policy (after probation)

***Note:***

a) *With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education (NCFHE), or by any other designated authority, as applicable.* ***Such statement should be attached to the application and the original presented at the interview****.*

b) *Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the National Commission for Further and Higher Education website (https://ncfhe.gov.mt).*

c) *MTA is an equal opportunity employer and commits itself to select the right candidates irrespective of gender, ethnicity, culture, religion, income, marital status, sexual orientation, age, class, or disability.*

**Submission of Applications**

Interested candidates are required to submit the following documents:

- An up-to-date, detailed Europass CV
- Copies of academic certificates and/or transcripts

**Applications, together with the above-mentioned documents, should be sent to the Human Resources Department on vacancies.mta@visitmalta.com by Wednesday 2nd December 2026.**

Jobsplus Permit Number 45/2026.