

**Position Title: Chief Executive Officer (CEO)**

**Responsible to: Board of Directors**

**Location: MBB, Malta Office**

## **The Malta Business Bureau**

The Malta Business Bureau (MBB) is the EU business advisory organization for The Malta Chamber and the Malta Hotels and Restaurants Association (MHRA). It plays a pivotal role in relation to:

- EU policy development - with offices in Malta and in Brussels, the MBB relays EU policy developments and advocates for the Maltese business interest with EU and national policymakers.
- EU projects – with a strong EU project unit that it has built over the years, MBB taps into EU funding opportunities that benefits the local business community
- Business support - providing business advisory and support to help enterprises grow and capitalize on the opportunities offered by the European single market through the Enterprise Europe Network.

For further information visit: <https://mbb.org.mt/careers>

## **Job Description**

We are seeking a dynamic and visionary leader to assume the role of Chief Executive Officer (CEO) of the Malta Business Bureau (MBB). As CEO, the candidate will be responsible for providing strategic direction, driving growth, and ensuring the overall success of the organisation. The CEO shall be responsible to lead a team specialising in different areas ranging from EU policy, project management, business support, and communications.

Nurturing MBB's open-door culture and encouraging employee satisfaction and development should be at the forefront of their agenda. While ensuring continuity, the CEO shall be encouraged to introduce any necessary structural changes to the organisation which capitalise on employee talents and respective years of experience.

## **Duties**

1. Responsible for managing the overall operations, acting as the main point of communication for the board of directors and its shareholders;
2. Lead the organisation to be at the fore in monitoring EU policy development and in pre-empting potential impacts that could impinge on the local business community;
3. Informing the business community about developments occurring at EU policy level and gathering opinions to convey during the EU legislative process;
4. Through the Brussels representative office, maintaining regular contact with the EU institutions, the Permanent Representation of Malta to the EU in Brussels and relevant local

- Ministries, Members of the European Parliament; and liaising closely with pan-European business organisation including BusinessEurope, Eurochambres, and Hotrec;
5. Identifying EU funding opportunities and submitting applications of projects proposal aimed to benefit the Maltese business community;
  6. Overseeing the proper and timely implementation of EU and National Projects managed by the MBB projects team, to ensure the attainment of project KPIs and the full absorption of funds;
  7. Continuously working on business development and generating revenue from EU/National projects, sponsorships and other means, to ensure economic sustainability of the organisation.
  8. Raising the organisation's public profile by ensuring consistent visibility through external communications and by optimising MBB's media channels and publications, including the MBB's Annual Report, newsletters, reports, and more;
  9. Create a positive culture and ensuring employee motivation to maintain and improve organisational performance;
  10. Ensuring transparent and high standards in financial management;
  11. Striving for operational efficiency by improving current or introducing new systems and processes.
  12. Regularly informing and updating the Board of Directors on forthcoming developments and matters falling within the CEO's remit.

## **Requirements**

1. A degree in business administration, Public Policy, EU Affairs, International Relations or related field;
2. Sound management and leadership experience gained through 10 or more years with a track record of success;
3. Knowledge and experience in EU affairs would be highly beneficial;
4. Good interpersonal and negotiating skills;
5. Good written and oral communication skills;
6. Ability to develop and maintain effective relationships among various stakeholders;
7. Ability to travel
8. An excellent motivator in a wide range of circumstances and diverse situations;
9. Politically astute – high degree of sensitivity to political developments in Malta and EU.
10. Demonstrates an interest and commitment to sustainability and ethical issues

Date: 03 - 03 - 2024