

# Position Profile



## Position Framework

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<b>Position Title:</b>	Consulting Officer
<b>Reporting to Position Title:</b>	General Manager (APS Consult) and/or Consultants
<b>Vacancy Ref:</b>	HRCons/02/2010
<b>Area of Activity:</b>	APS Consult Ltd

## Position Content

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### Overall Purpose:

Reporting to the General Manager (APS Consult) and/or Consultants the Consulting Officer will contribute to the successful delivery of projects and assist in the development and ongoing administration of the company. The incumbent will, under the tutorship of the General Manager (APS Consult) and/or Consultants, be expected to lead or participate in projects or sub-projects and/or administer a business area of the activity.

### Functions and Duties:

#### Consulting Functions

- Participates and leads consulting projects or sub-projects including:
  - Analyzes client needs and the develops of Project Initiation Documents according to the APS Consult standard;
  - Gathers, collates, processes, analyzes and presents data;
  - Interviews the client's employees, management team and other stakeholders;
  - Conducts secondary research, including external sources, publications and the internet;
  - Identifies and investigates problems concerned with strategy, policy, markets, organization and processes;
  - Formulates recommendations for action, taking into account broader managerial and business implications;
  - Reports to clients or management according to APS Consult standard presentation or report formats;
  - Agrees a course of action with the clients;
  - Ensures the client receives the assistance needed to implement the recommendations;
  - Undertakes post-implementation audits;
  - Maintains timesheets to monitor time allocation to various project;
  - Carries out project budgeting, revenue and expenditure accounting related tasks.

- Delivers the necessary training to clients and APS Consult staff members, and prepares all the relevant training material;
- Contributes to the establishment of client and supplier networks, and attracts new business to APS Consult;
- Takes active interest in learning and the dissemination of knowledge in the following areas:
  - European Union related issues, programmes, grants and funding initiatives;
  - Small & Medium Enterprises;
  - The Environment and Rural Development;
  - Social Welfare Development
  - Activities of Non-Governmental Organisations;
  - Organisation Capacity Building;
  - Issues related to the activities of the Church, Ecclesiastical Entities and Religious Orders.

#### Administrative Functions

- Contributes to the setting up of APS Consult by developing, implementing and maintaining one or more administrative area of the operation including:
  - Accounting and Book-keeping related activities;
  - Human Resources related processes;
  - Corporate Identity related functions;
  - Quality Management related documentation;
  - Archiving and Resource Centre.

#### **Job Requirements**

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##### **Education and Training:**

This post is open to applicants in possession of a degree or at an advanced stage in the attainment of a degree in management, economics, public policy, finance, european studies or equivalent. Incumbents are expected to 'think out of the box', be talented in building networks and have a strong will to succeed. They must further:

- have a good understanding of the business consulting function and strong information technology skills;
- be fluent in the Maltese and English;
- be prepared to work at irregular hours;
- have a valid driving licence;

- be computer literate;
- have excellent team-working skills.

Candidates with working knowledge of French and/or German will be given preference.

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**Deadline for Applications: 1<sup>st</sup> March 2010**

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