

Central Bank of Malta Job Description

Job Title:	Manager		
Office:		Reports To:	Head Monetary Policy and Eurosystem Relations Department
Department:	Monetary Policy and Eurosystem Relations Department	Date:	June 2026

Job Purpose:

The Manager will be jointly responsible for the preparation of briefing material concerning the Governor's participation in decision-making bodies of the ECB, particularly in relation to monetary policy.

The Manager will also be responsible for providing advice to the Head of Department as well as to the Governor and Deputy Governors on monetary policy issues and on economic and financial developments in the euro area, and for undertaking or directing research in these domains.

The Manager will be responsible for directing staff undertaking tasks related to the Bank's relations with the Eurosystem.

The Manager will support the Head of Department in the fulfilment of his duties.

Technical / Functional Responsibilities:

- To prepare briefing material for the Governor and Deputy Governors ahead of meetings of the Governing Council and the General Council of the ECB and to direct staff carrying out such tasks.
- To prepare speeches, presentations or interviews for the Governor and Deputy Governors on monetary policy issues and economic and financial developments in the euro area.
- To analyse economic and financial developments in the euro area from a monetary policy perspective and advise the Head on matters of interest.
- To represent the Bank in ESCB committees, working groups and task forces as may be required.
- To direct staff working on tasks related to the Governor's participation in the ECB's Governing Council and General Council.
- To direct staff in the production of material for the Bank's regular publications.

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- To support the Bank's research activities, by providing input to the Bank's Research Plan and directing staff in fulfilling projects included therein.
- To manage the Monetary Policy and Eurosystem Relations Office and support the Head as needed.
- To guide, motivate and supervise staff to ensure that the quality of analysis and reports maintains the standards required by senior management.
- To perform any other duties which may be assigned from time to time

General / Managerial Responsibilities:

- To manage the performance management system and employee reward programmes, develop staff competences and skills.
- To maintain a high level of communication and teamwork within the Department.
- To identify, plan and manage projects within agreed budgets, develop efficient work practices in the Office, foster a high-performance culture, business co-operation, continuous improvement and service delivery.
- To integrate and foster risk management and mitigation processes in the Office, ensuring operational continuity.
- To plan and control the work processes in the Office.
- To support the Head of the Department as required.
- To report on activities undertaken.
- To perform a high quality / standard of work and service throughout.

Competencies and Proficiency Levels

Within the context of their specific tasks, the incumbent is expected:

- To be truthful and honest;
- To have a positive, can-do attitude;
- To share the Bank's intolerance of sexism, homophobia, xenophobia and racism, and to be respectful and caring towards others irrespective of sexual, religious and political orientation;
- To carry out their tasks professionally and ethically;
- To communicate effectively both verbally and in writing;
- To have a sense of the value of time and priorities;
- To respect security and confidentiality; and
- To be able to lead and to work in teams as may be the case.

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Where applicable, the incumbent will have the following competences at a specified level of proficiency

General Competencies	N/A	Level 1	Level 2	Level 3	Level 4	Level 5
Analysis, research and problem solving				X		
Computer and IT Literacy				X		
Customer Care				X		
Managerial Competencies						
Strategic thinking and planning				X		
Promoting change through creativity				X		
Leading people and performance				X		
Managing relationships				X		
Operations, processes and information management				X		
Industry awareness and understanding				X		
Technical Competencies						
Economics					X	
Econometric modelling				X		
International relations				X		
Statistical concepts and methodologies		X				
Integrity and objective judgement				X		

Experience and Qualifications

- Master's degree in economics at MQF Level 7 and proven ability to perform the tasks pertaining to the position successfully.
- A PhD in economics or a related field would be an asset.
- At least eight years' professional experience in the field of economics. Familiarity with Eurosystem procedures and/or experience working in a central bank would be an asset.
- Thorough grounding in macroeconomics and in-depth knowledge of monetary policy issues is essential.
- A minimum of three years' proven experience in a management position¹.

¹ Management experience includes years of continuous creditable experience in: people management tasks, such as having been an office manager or responsible for direct line management of staff; mentoring; leading a team in projects, policymaking, and decision taking; and co-ordinating the work of different staff members.

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- Ability to plan work to meet tight deadlines.
- Ability to approach information critically and to formulate judgements and policy recommendations.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of econometric techniques and approaches used in forecasting, familiarity with ESCB projections process.
- Ability to lead a team and coordinate and supervise the work of others.

Working Relationships and Lines of Communication

- Internal**
- Economic Analysis Department and Economic Research Department to discuss recent economic developments from a monetary policy perspective, to co-ordinate inputs to the Bank's publications and to align research with the Bank's Research Plan.
 - Heads of Department, Office Managers and experts across the Bank in relation to preparation of the Governor's participation in the Governing Council and the General Council of the ECB.
 - Governor's/Deputy Governor's Personal Assistants.
 - Human Resources Department, Property and Procurement Department and Innovation & Technology Services Department to make known the needs of the Office and obtain the support required.
- External**
- ESCB – Governing Council Secretariat

Physical Dimensions

Six staff members report to this position

To Be Completed by Each Employee in the Role

Employee Name	
Employee Signature	Date
Head of Department Signature	Date