

**Central Bank of Malta
Job Description Template**

Job Title: Manager

Office: Monetary and Financial Statistics

Reports To: Deputy Head - Statistics
Department

Department: Statistics

Date: October 2026

Job Purpose:

To be responsible for the overall management and control of the administrative work processes of the Monetary and Financial Statistics (MFS) Office within the Statistics Department. The Office contributes to the Bank's core objectives through the planning, development, compilation, publication and dissemination of monetary, financial and prudential supervisory statistics. To support the DH and/or HoD in implementing departmental policies and managing staff.

Operational

- To be responsible for the overall planning and control of the work processes and to manage the Monetary and Financial Statistics Office within the Statistics Department, which contributes to the Bank's core objective of planning, developing, compiling, and publishing a range of statistics which include monetary, financial and prudential supervisory statistics.
- To provide leadership and guidance to the staff, to organise periodical meetings and to cascade direction from the HoD and DH to meet the targets in the most efficient manner.
- To ensure high standards of statistical compilation so as to ensure that such statistical information is fit for policy, advisory, analytical and/or research purposes and to fulfil the Bank's statutory national, European and other international statistical requirements.
- To ensure the harmonisation of these statistics with those of the ESCB, IMF etc., including the SDDS Plus data requirements etc.
- To ensure effective participation in the EMU's statistical process. To be the Bank representative in the ESCB's Monetary and Financial Statistics Working Group and to replace the HoD/DH in other committees as required.
- To contribute to the briefings of senior management and to contribute to related written procedures.
- To vet the macro-statistical and data quality analysis (DQA), studies and research in the assigned statistical areas.
- To ensure that all teams within the office regularly deliver presentations to the other business areas and to the users on the DQA done on the respective datasets.
- To ensure proper and effective liaison/dialogue with the reporting institutions, and to assist the HoD/DH in meetings with the NSO, MFSA, MBA and other stakeholders.
- To develop synergies with the other Offices within the Department and with other offices within the Bank, as necessary.

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- To perform any other duties and undertake other ad hoc requests which may be assigned from time to time.

General/Managerial Responsibilities

- To be responsible for budgetary control in line with budgets established by the Bank to ensure an efficient allocation of resources. To also be responsible for the training and travel budgets of the Office.
- To manage a sizeable staff complement consisting largely of qualified persons.
- To manage the Office's Performance Management System and to keep up-to-date job descriptions for the Office staff.
- To be responsible for the identification of the development needs of staff and to monitor progress. To ensure that all staff continue to get well acquainted with new skills and tools such as (i) business intelligence (e.g. MS Power BI), (ii) and other statistical software tools (e.g. SQL, R, Python, Knime), and for staff to possibly obtain professional qualifications in these subjects.
- To be responsible for the reward management process and to motivate staff and team effort. To keep in place fair teleworking and other rosters.
- To be responsible for the communication process within the Office through regular staff meetings and to monitor staff attendance.

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.

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			
Customer Care				X			
Computer and IT Literacy				X			

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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							
Financial Economics and Financial System Analysis			X				
Applied statistical methods			X				
Statistical Concepts and methodologies				X			
Data and Metadata Management			X				

Experience and Qualifications

- A bachelor's degree (at MQF Level 6) in Mathematics and Statistics & Operations Research or Banking and Finance or Data Science, or a related discipline, together with 6 years of professional related experience;
- A Master's degree in the above-mentioned academic areas would be considered as an asset;
- A minimum of three years' proven management experience¹ is essential;
- Broad work experience in the collection and compilation of economic and financial statistics, and a very good level of expertise in related statistical concepts and methodology, in particular, the respective ECB regulations and guidelines and the IMF Manual on Monetary & Financial Statistics is considered an asset.
- An understanding of (a) statistical information solutions, such as the InfoStat modules, (b) related coding and programming skills, and (c) tools related to data processing and data inquiry is considered an asset.
- Must be flexible to new demands, be able to work on his/her own initiative or to contribute to the team effort.
- Ability to work under pressure and adhere to legally-binding deadlines.
- Proficiency in the use of Microsoft Office applications and data analysis.
- Strong numerical and statistical skills and meticulous attention to detail are essential.
- Must possess good verbal and written communication skills as the incumbent is expected to liaise continuously with various stakeholders and the reporting institutions.
- Other skills such as inter-personal skills, adaptability, time-management, conflict resolution, co-operation and mentorship.

Working Relationships and Lines of Communication

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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| Internal | <ul style="list-style-type: none">• All staff of the Office/Department as required.• Office and other departmental staff to discuss domestic and international statistical developments and collaborate in the processing of statistics, methodological issues and developments with other service compilers. |
| External | <ul style="list-style-type: none">• All data-users both within and outside the Bank such as the NSO.• Innovation and Technology Services Department on statistical applications.• Credit and financial institutions on data reporting matters.• European Central Bank and International Monetary Fund for data transmission and queries.• MFSA on supervisory and prudential data and on methodologic statistical matters. |

Physical Dimensions

Seven staff members report to this post.

To Be Completed by Each Employee in the Role

Employee Name	
Employee Signature	Date
Head of Department Signature	Date