



THE UNIVERSITY OF MALTA

RESEARCH, INNOVATION  
& DEVELOPMENT TRUST

## **Chief Executive Officer**

### **The Trust**

#### **University of Malta – Research, Innovation and Development Trust (RIDT)**

RIDT is a non-profit entity whose purpose is to further the advancement of research, innovation and development in all areas of study, knowledge and activity in Malta.

### **Role**

Working closely with the Chair and the Board of Trustees, the Chief Executive will provide vision, direction and leadership for the formulation and achievement of the Trust's philosophy, objectives and strategies. The Chief Executive Officer will ensure high standards of:

- business planning
- financial security
- effective resource management

to develop and maintain the Trust's services and reputation for excellent service delivery.

The Chief Executive Officer is responsible for the overall management and administration of the Trust's services in line with the Trust's policies, and has overall responsibility for the Trust's operations.

## **General Responsibilities**

- Provide leadership and take responsibility for the management and administration of the Trust within the strategic and accountability frameworks set by the Board of Trustees.
- With the Chair, enable the Board to fulfil its governance duties, ensuring the Board receives timely, thorough and appropriate advice and information.
- Work closely with the Board to further the purposes of the Trust.
- Ensure all activities are carried out in accordance with the Trust's values.

## **Working with the Board**

Specific duties include:

- With the Chair, support the Board in formulating and regularly reviewing the Trust's vision, mission and values.

- In partnership with the Board, develop a long-term strategy aligned to the vision, mission and values established by the Board.
- With the Chair, ensure the Board can effectively monitor annual plans, targets and performance.
- Report to the Board on organisational progress, providing information and being accountable for organisational performance.
- With the Chair and Trustees, develop policy proposals for Board discussion and decision.
- With the Chair, establish the annual calendar for Board and sub-committee meetings.
- Support the Chair by identifying development opportunities as appropriate.
- Enable the Board to broaden its capabilities.

## Leading and Managing the Trust

Specific duties include:

- Ensure a long-term strategy is in place to guide the Trust in achieving its objectives.
- Advise the Board on all aspects of managing the Trust.
- Be accountable to the Board for the overall financial health of the Trust.
- Through sound business planning, ensure the Trust has the human, material and financial resources needed to operate effectively.
- Ensure the production of appropriate business plans to implement strategies agreed by/with the Board.
- Identify and develop strategies to secure future resources.
- Take appropriate steps to protect the Trust from risk.
- Ensure the Trust meets its regulatory and legal obligations as outlined in **Legal Notice 186 of 2010**.
- Ensure suitable management systems and structures are in place to deliver work effectively, accountably and safely.
- Provide leadership to all staff.
- Ensure staff, volunteers and others working with the Trust remain focused on the mission and strategic priorities.

## Promoting the Trust

Specific duties include:

- Protect and enhance the Trust's reputation.
- Identify opportunities to expand and promote awareness of the Trust's work.
- Use the media appropriately to raise the Trust's profile.
- Act as spokesperson for the Trust.
- Assist in the formulation of marketing strategies and campaigns.
- Ensure marketing materials and communications accurately reflect the Trust's vision, mission and values.

- Work with fundraising staff by advising on grants, participating in campaigns, and meeting funders/donors when required.
- Ensure the website is regularly updated, newsletters are produced, and communications with supporters are maintained.
- Seek to influence government policy and lobby on behalf of the Trust's plans.

## **General**

- Be familiar with and adhere to the Trust's policies and procedures relevant to the CEO role, ensuring high standards of quality and good practice are maintained, developed and monitored.
- Comply with Health and Safety responsibilities, taking all reasonable steps to ensure a safe working environment and reporting incidents or potential hazards.
- Ensure all people are treated with respect, compassion, justice and trust, promoting the Trust's core values.
- Ensure initiatives/proposals that encourage research, thought, analysis, academia, innovation and development in all areas of study are brought to the attention of the Chair and the Board.
- Promote equal opportunities through anti-discriminatory practice.
- Maintain appropriate confidentiality at all times.
- Undertake other duties connected with leadership and management of the Trust as the Chair and Board of Trustees may direct from time to time.

This job description is not exhaustive. It reflects the range of duties to be performed and will be reviewed regularly and may be amended in light of experience and following consultation.

## **Additional Duties**

Given the nature of the work, tasks and responsibilities may be unpredictable and varied. Staff are therefore expected to undertake work not explicitly covered in this job description where compatible with the role. Where an additional duty becomes regular or frequent, it will be incorporated into the job description following consultation.

## **The Ideal Person**

The successful candidate will have:

- A relevant degree and professional qualifications appropriate to the position.
- Senior officer/Board-level experience in a similar organisation.
- Successful strategic and operational management of organisational services.
- Experience of financial management.
- Experience of resource management.

- A proven track record of successful business strategy in a small-to-medium sized organisation.
- Experience of organisational legal responsibilities.
- Demonstrable change-management experience.
- Demonstrable involvement in marketing and public relations.

## Conditions of Work

This is a full-time position offered on a definite contract of **four (4) years**, with a probationary period of **one (1) year**. The remuneration package will be discussed at interview.

## Application and Selection Procedures

Applications are invited from suitably qualified candidates by **12:00 (noon) on Friday, 9 January 2026**.

Applicants should submit:

- a Curriculum Vitae;
- copies of supporting certification for qualifications; and
- the names and contact details of **three referees**.

Short-listed candidates will be invited to an interview, expected to take place in **January 2026**.

Completed applications are to be sent by email to [trustfund@um.edu.mt](mailto:trustfund@um.edu.mt) before the closing date. Applications will be treated in the strictest confidence.