

Reference No: MCCA/HR/EXT/2226

Date of Issue: 7th September 2026

Title:	Professional Officer	Grade:	6
Unit:	Marketing Communications	Jobsplus Permit No.:	762/2026

The Malta Competition and Consumer Affairs Authority (MCCAA) invites applications for the post of a **Professional Officer**.

This appointment shall be made on the basis of an Agreement for an indefinite period and will be subject to a probationary period of twelve (12) months.

The selected candidate is to report any known actual, potential, or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Salary

The salary for the post of Professional Officer is in line with Grade 6 of the MCCAA's Grading and Salary Structure, which in the year 2025* was €28,107 per annum, rising by annual increments of €696 up to a maximum of €33,675. Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary, subject to satisfactory performance; a payment of responsibility allowance of €1,000; and a continuous professional development allowance up to €600 per annum.

*It is to be noted that the salaries are currently being revised.

The result will be valid for a period of one (1) year from the date of publication.

Position Description

Overall Purpose of Position

The Professional Officer will contribute to the planning, coordination, implementation and evaluation of integrated communication initiatives aimed at enhancing the reputation, visibility and public awareness of the Malta Competition and Consumer Affairs Authority (MCCAA).

This role will contribute to the Authority's strategic objectives by delivering high-quality marketing campaigns, media relations, digital communications, corporate branding and stakeholder engagement initiatives, ensuring consistency across all communication channels.

The post holder will be expected to work both independently and as part of a team, manage multiple assigned projects simultaneously, and provide professional guidance on communication matters across the Authority.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Assist in developing and implementing the Authority's annual Marketing and Communications Strategy;
- Coordinate and implement integrated communication campaigns for national awareness initiatives, key projects, and core organisational functions;
- Assist in monitoring campaign effectiveness using measurable Key Performance Indicators (KPIs) and recommend improvements;
- Provide strategic communications advice and guidance to management and directorates across the Authority;
- Draft, coordinate, and issue press releases, media statements, and official announcements;
- Serve as one of the Authority's contacts for media and public relations within the Authority, building strong relationships with journalists and media houses;
- Coordinate press conferences, interviews, and media events;
- Respond promptly to media queries in collaboration with the concerned entities/functions;
- Monitor media coverage, compile reports, and represent the Authority in radio and TV interviews as required;

- Plan, schedule, and manage content across all official social media platforms, using current communication trends;
- Maintain and coordinate updates to the Authority's website, ensuring information is accurate, timely, and up to date;
- Monitor social media and web analytics to analyse audience insights, produce reports, and manage online reputation and engagement;
- Draft speeches, articles, newsletters, scripts, editorials, and corporate publications;
- Transform complex technical and legal information into clear, user-friendly communication material with technical and legal teams;
- Safeguard the Authority's corporate identity, ensuring all communications comply with MCCAA branding guidelines;
- Maintain corporate templates and branding assets, and oversee translation and proofreading of communication materials;
- Coordinate communication projects from initial concept through execution and evaluation;
- Coordinate external agencies, graphic designers, photographers, videographers, printers, and suppliers;
- Assist in developing project timelines and budgets, ensuring projects are delivered within deadlines and allocated resources;
- Oversee production of promotional and marketing collateral across print and digital channels;
- Coordinate conferences, seminars, exhibitions, press events, and public outreach initiatives;
- Draft comprehensive event communication plans and coordinate promotional activities;
- Prepare technical specifications for procurement related to marketing, communications, and event services;
- Liaise with key stakeholders, sponsors, and external service providers;
- Monitor campaign KPIs, analyse audience metrics, and prepare monthly and annual communications performance reports;
- Maintain awareness of emerging media trends and issues affecting stakeholders, making proactive recommendations to refine communication strategies;

- Contribute to the development of internal policies, standard operating procedures, and operational techniques;
- Coordinate and assist in the communication requirements of EU-funded projects; and
- Carry out any other duties and assignments as directed by the respective Head or the Chairperson's Office.

Job Requirements

By the closing time and date of this call for applications, applicants must:

- Be in possession of a recognised degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in Marketing, Advertising, Brand Management, Communications, Public Relations, Journalism, Media Studies, Digital Media, Business Administration/Management with a specialization in Marketing or an appropriate, recognised, comparable qualification;
- Be computer literate;
- Have excellent verbal and written communication skills in Maltese and English languages; and
- Have a clean police conduct, not older than six months from the date of this call for applications.

Relevant work experience and proficiency in Adobe Creative Suite will be given due consideration and will be looked upon favourably.

* A recognised qualification comparable to 180 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Knowledge, Skills and Competences

- Analyses issues, proposes practical solutions and escalates complex matters where appropriate;
- Ensures accuracy and confidentiality by maintaining strong attention to detail;
- Manages multiple priorities, resolves complex issues, and consistently meets deadlines;
- Maintains organization, approachability, and adaptability while upholding a professional demeanour;

- Demonstrates sound knowledge of marketing, public relations, corporate communications and brand management principles;
- Demonstrates proficiency with social media platforms, Google Analytics, social media insights, and the Microsoft Office Suite; and
- Has knowledge of public procurement procedures and strategic communication planning.

Working Conditions

- Expected to work flexible hours to meet accountabilities and statutory deadlines;
- May be required to travel on official Authority purposes;
- The nature of this position requires the incumbent to be physically present during office hours. However, remote working may be granted in line with the Authority's Remote Working Policy;
- Required to hold and maintain a clean police conduct;
- Abide by rules and regulations issued by the MCCA;
- Must maintain a professional approach at all times and uphold the values of the Authority; and
- Expected to maintain oneself abreast with ongoing developments and attend any training which may be provided.

Submission of Applications

Interested candidates are to submit their application for the attention of the Chief Officer (Human Resources) at the Malta Competition and Consumer Affairs Authority by email on careers.hr@mcaa.org.mt. Applications are to include a motivational statement clearly quoting the position being applied for, an updated Curriculum Vitae, a copy of the relevant qualification certificates, and an MQRIC formal recognition statement/s where applicable, and a clean police conduct, not older than six months. The closing date for the receipt of applications is **23rd September 2026, end of business**.

Applications received after the closing date and time will not be considered.