

Reference No: MCCAA/HR/EXT/2824

Title:	Professional Officer (Legal)	Grade:	6
Division:	As assigned	Jobsplus Permit no:	981/2024

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

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.

Salary

The salary for the post of Professional Officer (Legal) is in line with Grade 6 of the MCCAA's Grading and Salary Structure, which in the year 2025 is €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.

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

Position Description**Overall Purpose of Position**

To provide advice on affairs relating to the assigned Directorate on particular projects, cases, programmes and initiatives including drafting of laws and/or contracts and review relevant policy issues and participate in or lead investigations, judicial litigation, enforcement procedures, and legislative drafting.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Draft legislation, rules, policies, procedures or other enactments or contracts, in both English and Maltese, as required;
- Assist or lead investigations carried out regarding possible breaches of the relevant legislation;

- Assess the legal impact of procedures, suggesting amendments thereto which would facilitate speedier handling of procedures;
- Assist in the preparation of dossiers and attend relevant meetings, both locally and abroad;
- Advise senior management on the potential implications of new legislation, policies, procedures and contracts or changes to those existing;
- Provide input into the drafting of information materials, articles and press releases and vet any such material for legal correctness;
- Undertake research work as required;
- Develop specialisation in the assigned fields;
- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by management.

Working Conditions

- Expected to work flexible hours in order to meet accountabilities and attend to work after office hours, as may be required;
- May be required to travel on company business;
- Abide by rules and regulations issued by MCCAA;
- Consult with other departmental managers as may be required;
- Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided.

Job Criteria

Qualifications and Experience

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

- i. Be in possession of either a Masters in Advocacy or a Doctorate of Laws degree;
- ii. Be in possession of a warrant to exercise the profession of Advocate in Malta or is expected to obtain the warrant within the first year of engagement;
- iii. Be computer literate;
- iv. Have an excellent command of both the English and Maltese languages; and

- v. Be in possession of a clean police conduct, not older than six months.

Relevant work experience shall be looked upon favourably.

Knowledge, Skills and Competences

- Work under limited supervision;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Strong competency in record keeping using databases and spreadsheets;
- Highly organised and flexible;
- Able to maintain a professional approach at all times.

Submission of Applications

Interested candidates are to submit their application for the attention of the Director (Human Resources and Administration) at the Malta Competition and Consumer Affairs Authority by email on careers.hr@mccaa.org.mt. Applications are to include a motivational statement clearly quoting the position being applied for, an updated Curriculum Vitae, 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 of the receipt of applications is **22 January 2025 end of business**.

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