

**Reference No: MCCAA/HR/EXT/4024**

<b>Title:</b>	Senior Professional Officer (Accreditation)	<b>Grade:</b>	5
<b>Division:</b>	National Accreditation Board - NAB	<b>Jobsplus Permit no:</b>	29/2025

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

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 Senior Professional Officer (Accreditation) is in line with Grade 5 of the MCCAA's Grading and Salary Structure, which in the year 2025 is €33,569 per annum, rising by annual increments of €741 up to a maximum of €38,015. Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 15% of their basic salary subject to satisfactory performance, a payment of responsibility allowance of €1,500 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**

Management of assessments, assisting in assessor/expert qualification and maintenance, carrying out assessments and ensuring compliance with ISO/IEC 17011 requirements. Any other additional duties as assigned to ensure the continual improvement of the NAB-MALTA.

**Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- carry out the functions of Professional Officer as delegated by the Director;
- maintain the accreditation cycles of the accredited conformity assessment bodies;
- maintain the Clients Database;
- monitor the decision-making process as and when required;

- promote the development of the NAB-MALTA by contacting prospective customers, visiting companies, giving lectures, writing articles, etc.;
- maintain the NAB-MALTA database of assessors and make appropriate arrangements for their training and induction in the practices of the NAB-MALTA;
- carry out duties in connection with the improvement and maintenance of the NAB-MALTA quality management system documentation as and when required and to participate in the revision of the NAB-MALTA publications, as required;
- draft and revise NAB-MALTA publications as required;
- service committees and sub-committees of NAB-MALTA as required;
- support the development and update of the NAB-MALTA website;
- keep updated on best practices in the areas related to accreditation through research, training and participation in activities as approved by the Director;
- participate as a trainer/facilitator in NAB-MALTA training sessions;
- carry out any other duties that may be assigned by the Director of the NAB-MALTA from time to time.

### **Working Conditions**

- i. May be requested to travel abroad on assigned duties;
- ii. Expected to undergo training, including training abroad if necessary;
- iii. Expected to work flexible and after-office hours in order to meet his/her responsibilities;
- iv. Certain activities related to this job may be carried out via remote working;
- v. Shall abide by all the rules and regulations as established by the NAB-MALTA.

### **Job Criteria**

#### **Qualifications and Experience**

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

- i. Be in possession of a recognised degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in Sciences, Pharmacy, Engineering, Civil Engineering or Architecture, and any other relevant degree;
- ii. Be computer literate including proficient use of MS 365 (Teams, Word, Excel, PowerPoint, and preferably Visio and Access);
- iii. Have excellent verbal and written communication skills in both English and preferably Maltese;
- iv. Have at least three (3) years of relevant experience in an ISO/IEC17xxxx and/or ISO9001 environment and familiar with ISO/IEC 17xxx and/or ISO9001 requirements;

- v. Have working experience in auditing quality management systems and preferably having qualifications in quality management system auditing.

Experience in working with other management system standards will be considered.

### **Knowledge, Skills and Competences**

- Communication and interpersonal skills, especially the ability to express ideas clearly and to write reports clearly and concisely;
- Ability to work on own initiative and under pressure as part of a highly motivated small team of professionals, with minimal supervision;
- Knowledge of quality management systems and competency in implementing the quality principles; as stated in ISO9001, ISO/IEC17xxx and other similar management system standards;
- Knowledge of audit principles, procedures and methods (ISO/IEC19011:2018);
- Ability to analyse and interpret technical/scientific reports;
- Preferably knowledge of Regulation (EC) 765/2008, ISO/IEC17011, ISO/IEC17xxx;
- Risk based management methodologies;
- Preferably have knowledge of Italian. Knowledge of other languages will be considered an asset.

### **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](mailto: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 **28 January 2025 end of business**.

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