

Position Description			
Title:	Professional Officer (Scientific Stream)	Grade:	Grade 6
Division:	Technical & Regulations Division	Jobsplus Permit no:	475/2021

Overall Purpose of Position

To coordinate policy development, implementation, transposition and necessary enforcement notably in the areas covered by the assigned Directorate, and in liaison as needed with other MCCAA Directorates and Government Entities.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Provide technical and scientific input regarding issue related to the assigned subject area on MCCAA regulated products;
- Investigate complaints related to an MCCAA regulated product and follow up as necessary;
- Analyse legislative proposals in the relevant areas, providing feedback and drafting memoranda and instruction notes as necessary;
- Assist in practical preparations for the implementation of the new acquis in areas falling within the remit of MCCAA;
- Prepare and deliver guidance for stakeholders as required;
- Advise MCCAA Directorates, Government entities, and stakeholders on enforcement policies, methods, and interpretation of regulations issued by virtue of the relevant legislation;
- Represent MCCAA and Malta in technical meetings at EU and International fora;
- Conduct risk management of MCCAA regulated products, including sample taking and conducting of on-site visits/technical assessments.
- Participate in internal quality audits including coordinating with the Quality Manager in maintaining registration of ISO 9001:2015 for MCCAA;
- Participate in audits and conformity assessment activities as may be required;

- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by the respective Director General or the Chairperson's Office.

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;
- The nature of this position requires the employee to be physically present during office hours.

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 biological sciences, chemistry, physical sciences, or related scientific fields;
- ii. Be computer literate;
- iii. Have an excellent command of both the English and Maltese languages; and
- iv. Be in possession of a clean driving license and a clean police conduct, not older than six months.

Relevant work experience shall be looked upon favourably.

Interpersonal Skills

- Work under limited supervision;
- Professional judgement and sound reasoning skills;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Highly organised, approachable and flexible;
- Able to maintain a professional approach at all times.

Interested candidates are to send their motivation letter, clearly quoting the position being applied for, together with a detailed Europass CV and copies of academic qualifications to the HR Director by email on careers.hr@mccaa.org.mt by the 23 August 2021. Late applications will not be considered.