

Position Description			
<b>Title:</b>	Director (Metrology)	<b>Grade:</b>	
<b>Division:</b>	Standards & Metrology Institute	<b>Jobsplus Permit no:</b>	

### Overall Purpose of Position

- To assist the Director General in advising the Board of Governors on all matters falling under their competence and is expected to assist in the promotion of the MCCAA mission statement and to respect and implement the policies established by the Board of Governors;
- To ensure that the responsibilities of the department, as provided for under the pertinent legislation, are met;
- To develop the necessary strategies for the performance of the department, in view of the responsibilities of the Authority;
- To actively work towards meeting targets established by the Authority.

### Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Assist the Director General (Standards and Metrology) in the performance of their duties and responsibilities according to Cap. 510 of the laws of Malta, namely in the day-to-day operational requirements of the Metrology directorate;
- Effectively implement and maintain the enforcement of all responsibilities conferred upon the SMI and the Metrology Directorate under the relevant legislation, whilst developing the necessary national strategies for the implementation of such responsibilities.
- Be responsible for the execution and calibration of measurement standards and verification equipment.
- Co-ordinate, monitor and promote metrology services based on national and international standards, including the provision of examinations for ascertaining whether candidates possess sufficient skill, knowledge and professional integrity for the proper performance of their functions to be performed by virtue of the Metrology Act;
- Assist in ensuring that the quality system of MCCAA is implemented and maintained in accordance with the requirements of SM EN ISO 9001:2015 and any applicable amendments;

- Ensure that the quality system of the Metrology Directorate is maintained in accordance with the requirements of SM ISO/IEC 17025:2017 and any applicable amendments;
- Actively manage and participate in fora set up by the Standardization Directorate;
- Manage and implement EU funded projects aimed towards achieving the established targets;
- Ensure that the transposition of EU legislation under the department remit is done in a timely manner so that the Authority effectively responds to changes when necessary;
- Carry out effectively any other duties and responsibilities as directed by the Director General (Standards and Metrology) and 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. However, telework may be granted in line with the Authority's Telework Policy.

### **Qualifications and Experience**

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

- i. Be in possession of a recognised qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in the area of Engineering or Science, or an appropriate, recognised, comparable qualification plus five (5) years relevant work experience, of which three (3) years must be in a managerial role; or

Be in possession of a recognised qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) in the area of Engineering or Science, or an

appropriate, recognised, comparable qualification plus three (3) years which must be in a managerial role; and

- ii. Have excellent verbal and written communication skills in English.

### **Interpersonal Skills**

- 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.

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 Head of Human Resources by email on [careers.hr@mccaa.org.mt](mailto:careers.hr@mccaa.org.mt) by the 16 September 2021. Late applications will not be considered.