

<b>Position Description</b>			
<b>Title:</b>	Professional Officer (SMI)	<b>Grade:</b>	Grade 6
<b>Division:</b>	Standards & Metrology Institute	<b>Jobsplus Permit no:</b>	

### **Overall Purpose of Position**

To perform work involving high precision measurements and comparisons of physical quantities in the fields of metrology and other areas as required by the Authority. The selected candidate shall be responsible to lead areas of policy development, implementation and coordination to ensure effective and supportive regulatory environment.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Design, revise and implement measurement processes, methods and procedures;
- Perform measurement uncertainty analyses, inspections and budgeting;
- Study, interpret and apply technical specifications and literature;
- Use and/or develop software tools for data acquisition and analysis;
- Write and maintain calibration and test procedures including design of report and certificate templates;
- Analyse and report calibration results;
- Maintain and manage the metrological traceability of the Institute's measurement standards;
- Conduct and analyse international laboratory comparisons exercises;
- Provide technical and scientific input to the day-to-day operations of the metrology laboratory;
- Ensure and monitor compliance with the MCCAA's ISO:9001 and ISO:17025 quality system requirements, and Environmental, Health and Safety requirements;
- Maintain calibration databases for all internal instruments and monitor due dates, perform calibrations and generate calibration paperwork (certificates and reports);
- Commission new measuring equipment;
- Provide general consultation on areas in the remit of the Authority;
- Provide technical training on processes and procedures;
- Identify and implement opportunities for improvement in line with the MCCAA's policies, procedures and work instructions;
- 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 the area of Physics, Electrical Engineering or an appropriate, recognised, comparable qualification;
- 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;
- 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 HR Director by email on [careers.hr@mccaa.org.mt](mailto:careers.hr@mccaa.org.mt) by the 22 October 2021. Late applications will not be considered.