

Position Description			
Title:	Professional Officer (Accreditation)	Grade:	Grade 6
Division:	NAB-MALTA	Jobsplus Permit no:	477/2021

Overall Purpose of Position

The selected candidate shall be responsible for processing applications, arranging assessments and preparing Board reports and recommendations on assessments conducted. The candidate shall also be responsible for carrying out tasks related to the improvement and maintenance of the quality management system of the National Accreditation Board – Malta (NAB-MALTA).

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- respond to enquiries and applications for accreditation and other activities in a timely and professional manner;
- liaise with and assess Conformity Assessment Bodies (CABs) as assigned to them and to follow up each case in order to process accreditation applications and carry out respective assessments;
- prepare and present Board Reports;
- promote the development of the NAB-MALTA by contacting prospective customers, visiting companies, giving lectures, writing articles, etc.;
- assist in the maintenance of the respective database of assessors and make appropriate arrangements for their training and induction;
- carry out duties in connection with the improvement and maintenance of the quality management system, as required;
- assist in the preparation of training courses and delivering of lectures, as necessary;
- participate in the revision of national and internal documents, as necessary;
- service committees and sub-committees of NAB-MALTA as required;
- keep updated on best practices in the areas related to accreditation through proactive research, training and participation in activities;
- carry out any other duties that may be assigned by the Director from time to time.

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 Engineering, Science, or Pharmacy, 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 police conduct, not older than six months.

Relevant work experience in auditing and inspection, as well as experience in an ISO/IEC17025 and/or ISO9001 accredited work-environment, preferably in a testing/calibration laboratory, shall be looked upon favourably;

Knowledge of Regulation (EC) 765/2008, ISO/IEC17011, ISO/IEC17025, ISO/IEC17020 will be considered an asset.

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 Head of Human Resources by email on careers.hr@mccaa.org.mt by the 5 November 2021. Late applications will not be considered.