

Position Description			
Title:	Director (Laboratory Services)	Grade:	
Division:	Standards & Metrology Institute	Jobsplus Permit no:	790/2021

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 Laboratory Services Directorate;
- Effectively implement and maintain the enforcement of all responsibilities conferred upon the SMI and the Laboratory Services Directorate under the relevant legislation, whilst developing the necessary national strategies for the implementation of such responsibilities.
- Be responsible for the management for laboratory testing and any necessary on-site sampling, as directed and according to national exigencies, particularly in the fields of chemistry, microbiology, forensics, engineering, construction products;
- Co-ordinate, monitor and promote testing facilities carried out by the Authority, including activities related to accreditation and inter-laboratory and pro-efficiency testing;
- 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 Laboratory Services Directorate is maintained in accordance with the requirements of SM ISO/IEC 17025:2017 and any applicable amendments;

- Co-ordinate, monitor and promote laboratory services based on national and international standards;
- 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 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. 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.

A working knowledge of the Maltese language will 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 Head of Human Resources by email on careers.hr@mccaa.org.mt by the 3 December 2021. Late applications will not be considered.