

<b>Position Description</b>			
<b>Title:</b>	Senior Professional Officer (Legal)	<b>Grade:</b>	5
<b>Division:</b>	As assigned	<b>Jobsplus Permit no:</b>	833/2021

### **Overall Purpose of Position**

To provide ongoing advice on all affairs relating to the assigned Directorate on particular projects, cases, programmes and initiatives including drafting of laws and/or contracts and review relevant policy issues and engage in investigations, judicial litigation, enforcement procedures, and legislative drafting.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Draft legislation, rules, policies, procedures or other enactments or contracts, in both English and Maltese, as required;
- Lead investigations carried out regarding possible breaches of the relevant legislation;
- Assess the legal impact of procedures, suggesting amendments thereto which would facilitate speedier handling of procedures;
- Prepare dossiers and attend relevant meetings, both locally and abroad;
- Advise senior management on the potential implications of new legislation, policies, procedures and contracts or changes to those existing;
- Draft information materials, articles and press releases and vet any such material for legal correctness;
- Undertake research work as required;
- Develop legislative specialisation in the assigned fields;
- 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 degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in the area of Law, or an appropriate, recognised, comparable qualification; and have at least three (3) years of relevant experience;
- ii. Be in possession of a warrant to exercise the profession of Advocate in Malta;
- iii. Be computer literate;
- iv. Have an excellent command of both the English and Maltese languages; and
- v. Be in possession of a clean police conduct, not older than six months.

Specialisation in Competition or Consumer Law will be considered an asset.

### **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 Human Resources Director by email on [careers.hr@mccaa.org.mt](mailto:careers.hr@mccaa.org.mt) by the **18 February 2022**. Late applications will not be considered.