

<b>Position Description</b>			
<b>Title:</b>	Technical Officer (Metrology)	<b>Grade:</b>	8
<b>Division:</b>	SMI	<b>Jobsplus Permit no:</b>	131/2022

### **Overall Purpose of Position**

To perform work assigned by the Metrology Directorate involving precision measurements and comparisons of physical quantities in the fields of mechanical and electrical metrology. Principally responsible for the execution and management of all the internal and Clients' calibration/testing work, as well as equipment maintenance.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Perform calibrations/tests as assigned by his/her superiors and/or Client's specific procedures and proposals, in the laboratory or at Client's premises;
- Record and analyze data gathered during measurements;
- Study, interpret and apply technical specifications and literature;
- Identify and correct measurement errors as applicable;
- Prepare test reports and calibration certificates;
- Adapt existing equipment, standards and techniques to measurement tasks they are not mainly used for;
- Maintain and recalibrate the measurement standards of the Directorate;
- Undertake first intervention on all items within the laboratory and ascertain and actuate follow-up action if required;
- Work with suppliers for the identification and ordering of necessary parts for a repair;
- Schedule calibration work;
- Perform laboratory housekeeping;
- Maintain Institute recognition/accreditation;
- Remain familiar with technology and standards related to job requirements;
- 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 at least 'O' level standard of education, including a pass (at least at Grade 1-5, Grade C or a comparable level) in five (5) subjects at MQF level 3 which must include Maltese, English and Mathematics;
- ii. Preferably be in possession of an ECDL certificate;
- iii. Have at least three (3) years of relevant experience in a laboratory/testing environment;
- iv. Have excellent verbal and written communication skills in both Maltese and English; and
- v. Be in possession of a clean police conduct, not older than six months.

Relevant technical qualifications shall 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;
- Work well in a team environment and excellent communication skills in the interaction with customers;
- Attention to detail and conscientiousness related to the quality of work;
- Understanding and awareness of safety requirements and safe practices;
- 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 **7 July 2022**. Late applications will not be considered.