

Position Description			
Title:	Professional Officer (Accreditation)	Grade:	Grade 6
Division:	NAB-MALTA	Jobsplus Permit no:	394/2022

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 assigned Conformity Assessment Bodies (CABs) 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 NAB-MALTA;
- Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided, including training abroad;
- The nature of this position requires the employee to be physically present during office hours as and when requested.

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 any Science related discipline including Chemistry, Biology, Medical Science, Environmental Science; or an appropriate, recognised, comparable qualification with preference being given to disciplines according to the needs to the NAB-MALTA at the time of application;
- ii. Be computer literate and have working knowledge of MS Office including Word, Excel, PowerPoint, Access and MS Teams;
- iii. Have an excellent command of the English language. A very good knowledge of the Maltese language will be considered an asset;
- iv. Be in possession of a clean police conduct, not older than six months.

The following will be considered as an asset:

- Working experience in an ISO/IEC 17025 accredited laboratory or ISO/IEC 17020 accredited inspection laboratory;
- Experience and knowledge of auditing techniques and risk based management;
- Experience of working in an organisation with an established quality management system;
- Knowledge of one or more of the following: Regulation (EC) 765/2008, ISO/IEC17011, ISO/IEC17025, ISO/IEC17020, ISO/IEC17065;
- Awareness of accreditation and its application in Malta;
- Knowledge and training in management systems (e.g. ISO9001, ISO/IEC17xxx and other similar management system standards);
- Knowledge of project management
- Knowledge of Italian and/or any other language

- Possession of a driving licence.

Personal Skills

- Ability to work on own initiative and under pressure as part of a highly motivated small team of professionals, with minimal supervision;
- Communication, organisational and interpersonal skills, especially the ability to express ideas clearly and to write reports clearly and concisely;
- Professional judgement and sound reasoning skills;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, ability 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 9 August 2021. Late applications will not be considered.