

Position Description			
Title:	Professional Officer (Legal)	Grade:	Grade 6
Division:	As assigned	Jobsplus Permit no:	724/2021

Overall Purpose of Position

To provide advice on 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:

- Assist in the drafting of legislation, rules, policies, procedures or other enactments or contracts, in both English and Maltese, as required;
- Assist in 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;
- Assist in the preparation of 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;
- Provide input into the drafting of 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.

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;
- ii. Be in possession of a warrant to exercise the profession of Advocate in Malta or is expected to obtain the warrant within the first year of engagement;
- 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 Law or Consumer Law will be considered an asset.

Relevant work experience shall 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 **16 September 2022**. Late applications will not be considered.