

<b>Position Description</b>			
<b>Title:</b>	Director General (SMI)	<b>Grade:</b>	
<b>Division:</b>	Standards & Metrology Institute	<b>Jobsplus Permit no:</b>	174/2023

### **Overall Purpose of Position**

- To ensure that the responsibilities of the Standards and Metrology Institute as provided for under the pertinent legislation are met;
- To provide input into policy formulation and to ensure the effective implementation of adopted policies;
- To assist the Chairperson in advising the Board of Governors on all matters pertaining to Standards and Metrology;
- To develop the necessary strategies for the delivery of the responsibilities of the Standards and Metrology Institute;
- To meet key performance indicators and targets set up by the Authority.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Make, adopt and publish standards, in relation to any class, category or type of products and, or services;
- Co-ordinate, monitor and promote standardization and related activities at the various corporate, national, regional and international levels, and to supply and, or ensure the existence of adequate supporting related services: For the purpose of this paragraph, "supporting related services" include: the promotion of adoption and application of all aspects of metrology as a necessary adjunct to standardization; the availability or assurance of availability of testing services; the offer of certification services;
- Act as the competent body for the purposes of Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 on the EU Ecolabel (Text with EEA relevance) and Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by

organisations in a community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC;

- Inform the public of new subjects included in its standards programme and of preparation or amendment of a standard, unless such standard is an identical or equivalent transposition of an International or European Standard. This information shall indicate, in particular, whether the standard concerned: will transpose an international standard without being the equivalent; will be a new national standard; or will amend a national standard;
- Co-operate with National, European, Regional or other international bodies in the field of standardization and to exchange information therewith generally, and in particular to such extent as may be provided for in any international obligation entered into by Malta or as may be prescribed;
- Be responsible for the execution, upkeep and conservation of National Measurement Standards and to maintain their accuracy by comparison with international measurement standards;
- Provide Working Measurement Standards of suitable accuracy for use in Malta, by comparison with the National Measurement Standards;
- Be responsible for the National Measurement Standards and their traceability;
- Consider all applications for a permit to use a conformity mark and to grant permits for such purpose;
- Provide calibration services;
- Carry out scientific and technical work in all fields of metrology and measuring methods;
- Take part in the work of other national organisations interested in metrology;
- Disseminate information relevant to metrology;
- Be responsible for the enforcement of all metrology regulations drawn up by virtue of the Metrology Act and other regulations;

- Be responsible for the execution and calibration of Measurement Standards and verification equipment;
- Oversee, monitor and supervise the manufacture and repair of measuring instruments;
- Bring to the attention of the authorities any fraud in relation to measurements in the provision of goods and services;
- Provide for the holding of examinations for the purpose of ascertaining whether persons possess sufficient skill, knowledge and professional integrity for the proper performance of their functions to be performed by virtue of the Metrology Act;
- Collaborate with the relevant inspection bodies in the fields of measuring instruments and pre-packaged products;
- Liaise with other foreign national institutions having similar aims and to represent Malta in international metrological institutions;
- Submit an annual report on its work to the Board;
- Develop the necessary strategies for the implementation of its responsibilities;
- Assist in the drawing up of the Authority's business plan; and
- Generally exercise the responsibilities conferred upon it under the MCCAA Act, and under the Metrology Act and any other Act and regulations made thereunder.

### **Working Conditions**

- 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 fulfil the requisites as established by Article 19(2) of the Malta Competition and Consumer Affairs Act (Cap. 510 of the Laws of Malta) that states that the person should have:

professional qualifications, recognised competence, experience and specialisation in the domain of standards and in matters relating to metrology, calibration and testing.

## 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](mailto:careers.hr@mccaa.org.mt) by the **16 March 2023**. Late applications will not be considered.