

<b>Position Description</b>			
<b>Title:</b>	Senior Manager (Construction Material Testing)	<b>Grade:</b>	
<b>Division:</b>	Standards and Metrology Institute (SMI)	<b>Jobsplus Permit no:</b>	233/2023

### **Overall Purpose of Position**

The Senior Manager (Construction Material Testing) will be responsible for assisting the respective Director with the management of the technical and administrative aspects of the Directorate, particularly within the area of construction material.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to be responsible for the:

- Management, administration and control of the division, and assigned employees, coordinating the execution of its plans and corporate liaison;
- Cost effective implementation of approved policies and strategic plans within stipulated timeframes;
- Responsibility for the technical operations and the identification of the provision of the resources needed to ensure the required quality of the laboratory operations within the Division;
- Maintenance of laboratory facilities of the Division in an efficient and economical manner and cost-effective utilisation of resources;
- Allocation of the appropriate resources (personnel, equipment, supplies) to ensure the quality, validity and confidence in the laboratory's results;
- Drawing up of divisional working procedures and SOPs in liaison with the MCCAA Quality Manager, as well as producing of test reports by the Division;
- Ensuring that personnel are trained for the duties they perform, including deputies when regular personnel are absent and induction of new personnel in the system;
- Maintenance of records and management of all aspects of testing activities;
- Ensuring that all health and safety regulations within the Division are applied and followed by personnel;
- Responding to customer enquiries and providing quotations as necessary;
- Ensuring accurate and consistent testing procedures through the validation of all current procedures and by developing, validating and implementing new procedures;
- Ensuring that the operational needs are within budget and advising of any discrepancies;
- Coordinate and perform Quality and Technical Internal Audits, as per the Division's Internal Audit Programme;
- Keep abreast with the developing Standards in the field and disseminate knowledge accordingly;
- Proposes and contribute towards improvements in the Division's quality system;

- To assist in ensuring that the quality system of MCCAA is implemented and maintained in accordance with the requirements of SM EN ISO 9001:2015 and SM ISO/IEC 17025:2017 respectively, as well as any applicable amendments and/or revisions;
- To carry out effectively any other duties and responsibilities as directed by the Director General (SMI) and the Chairperson's Office.

### **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:

- i. Be in possession of a recognised degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in Civil Engineering or Mechanical Engineering plus four (4) years relevant work experience in Laboratory Testing or similar environment of which two (2) years must be in a managerial role;
  - ii. Be in possession of a recognised qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) in Civil Engineering or Mechanical Engineering plus two (2) years relevant work experience in Laboratory Testing or similar environment, which must be in a managerial role;
  - iii. Be computer literate;
  - iv. Have excellent verbal and written communication skills in both Maltese and English;
  - v. Be in possession of a clean police conduct, not older than six months.
- A recognised qualification in Project Management would be considered as an asset.
  - Possession of a warrant in the respective area shall be looked upon favourably.

## 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;
- To assist in ensuring that the quality system of MCCAA is implemented and maintained in accordance with the requirements of SM EN ISO 9001:2015 and any applicable amendments and/or revisions;
- 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 **12 April 2023**. Late applications will not be considered.