

<b>Position Description</b>			
<b>Title:</b>	Professional Officer (Engineer)	<b>Grade:</b>	6
<b>Division:</b>	As assigned	<b>Jobsplus Permit no:</b>	176/2023

### **Overall Purpose of Position**

- Policy development, implementation, coordination, transposition and necessary enforcement in the areas covered by the assigned Directorate General, and in liaison as needed with MCCAA Directorates and Government Entities;
- Risk management of MCCAA regulated products, including sample taking and conducting of on-site visits/technical assessments.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Provide technical and scientific support regarding issues related to the assigned section on MCCAA regulated products;
- Advise MCCAA Directorates, Government entities, and stakeholders on policies and interpretation of regulations issued by virtue of the relevant legislation;
- Prepare and deliver guidance to stakeholders as required;
- Take regulatory actions and following up as necessary;
- Represent MCCAA and Malta in technical meetings at EU and International fora;
- Analyze legislative proposals in the relevant areas, providing feedback and drafting memoranda and instruction notes as necessary;
- Assist the practical preparations for the implementation of any relevant legal requirements;
- Coordinate with the Quality Manager in maintaining registration of ISO 9001:2015 for MCCAA;
- Prepare for audits and conformity assessment activities as may be required;
- Carry out effectively any other duties and responsibilities as directed by 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 Engineering, or an appropriate, recognised, comparable qualification;
- ii. Have an excellent command of both the English and Maltese languages; and
- iii. Be in possession of a clean police conduct, not older than six months.

Relevant work experience 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;
- 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 **22 September 2023**. Late applications will not be considered.