

Reference No: MCCAA/HR/EXT/1723

The Malta Competition and Consumer Affairs Authority (MCCAA) invites applications for the post of **Director (Standards)**.

Title:	Director (Standards)	Grade:	3
Division:	Standards & Metrology Institute	Jobsplus Permit no:	773/2023

This appointment shall be made on the basis of an Agreement for a period of three (3) years and will be subject to a probationary period of twelve (12) months.

Position Description**Overall Purpose of Position**

- To assist the Director General in advising the Board of Governors on all matters falling under their competence and is expected to assist in the promotion of the MCCAA mission statement and to respect and implement the policies established by the Board of Governors;
- To ensure that the responsibilities of the department, as provided for under the pertinent legislation, are met;
- To develop the necessary strategies for the performance of the department, in view of the responsibilities of the Authority;
- To actively work towards meeting targets established by the Authority.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Assist the Director General (Standards and Metrology) in the performance of their duties and responsibilities according to Cap. 510 of the laws of Malta, namely in the day-to-day operational requirements of the Standardisation directorate;
- Manage and participate in the development and adoption processes of national, European and international standards;

- Co-ordinate, monitor and promote standardization and related activities at the various corporate, national, regional and international levels;
- Deliver certification services relating to schemes falling under the department's responsibility.
- Conduct audits pertaining to the certification services provided by MCCAA.
- Strive towards the introduction and marketing of certification schemes based on national, European and international standards;
- 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;
- Ensure that the quality system of SMI Certification is implemented and maintained in accordance with the requirements of SM ISO/IEC 17021:2015 and any applicable amendments;
- Actively manage and participate in fora set up by the Standardization Directorate;
- Manage and implement EU funded projects aimed towards achieving the established targets;
- Ensure that the transposition of EU legislation under the department remit is done in a timely manner so that the Authority effectively responds to changes when necessary;
- Carry out effectively any other duties and responsibilities as directed by the Director General (Standards and Metrology) 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.

Job Criteria

Qualifications and Experience

By the closing time and date of this call for applications, applicants must:

- i. Be in possession of a recognised qualification at MQF level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in the area of Engineering or Science, or an appropriate, recognised, comparable qualification plus five (5) years relevant work experience, of which three (3) years must be in a managerial role;

OR

Be in possession of a recognised qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in the area of Engineering or Science, or an appropriate, recognised, comparable qualification plus three (3) years relevant work experience which must be in a managerial role;

AND

- ii. Have excellent verbal and written communication skills in English and Maltese.

*A recognised qualification comparable to 180/90 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Interpersonal Skills

- Works under limited supervision;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Strong problem-solving skills and is 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.

Submission of Applications

Interested candidates are to submit their application for the attention of the Director (Human Resources and Administration) at the Malta Competition and Consumer Affairs Authority by email on careers.hr@mccaa.org.mt. Applications are to include a motivational statement clearly quoting the position being applied for, an updated Curriculum Vitae, a Police Conduct Certificate (obtained within the last six (6) months), copy of the relevant qualification certificates and an MQRIC formal recognition statement/s where applicable. The closing date of the receipt of applications is **25 October 2023 end of business**.

Applications received after closing date and time will not be considered.