

Reference No: MCCAA/HR/EXT/0223

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

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

Position Description

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.

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 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.

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, copy of the relevant qualification certificates and an MQRIC formal recognition statement/s where applicable. The closing date of the receipt of applications is **12 December 2023 end of business**.

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