

**Reference No:** MCCAA/HR/EXT/1224

<b>Position Description</b>			
<b>Title:</b>	Senior Professional Officer (Single Liaison Office)	<b>Grade:</b>	5
<b>Division:</b>	Technical Regulations Division	<b>Jobsplus Permit no:</b>	844/2024

The Malta Competition and Consumer Affairs Authority (MCCAA) invites applications for the post of **Senior Professional Officer (Single Liaison Office)**.

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.

#### **Overall Purpose of Position**

To serve as a key liaison, strategic leader and focal point, ensuring efficient coordination and communication with various entities, both domestic and international, whilst advocating for and advancing Malta's interests in various forums.

#### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

**Manage effective liaison and coordination:** Act as the primary contact point for effective and efficient liaison and coordination with other entities within the MCCAA, other Government entities, and all relevant stakeholders and organisations including foreign ones. Consult with all relevant entities and stakeholders to represent a coordinated position. Communicate approved positions through appropriate channels and represent Malta in workshops, seminars, meetings and conferences, ensuring the nation's best interests are articulated and understood.

**Strategic planning:** Lead the coordination of and the drafting of the national market surveillance strategy, and communicate it through the relevant platforms. Coordinate and collaborate with the TRD management and fellow colleagues, as well as relevant stakeholders, to develop and implement market surveillance programmes.

**Support and guidance:** Act as a focal point for the industry, aiming for improved collaboration and earmarked developments, including through communication, making available of tools,

and provision of guidance and assistance to understand and meet regulatory essential requirements.

**Project coordination:** Coordinate activities, projects and initiatives that may involve multiple entities, organisations and stakeholders, and ensure that such projects and initiatives progress smoothly.

**Communication and exchange of information:** Establish and maintain strong relationships with all relevant stakeholders. Cooperate with the market surveillance authorities of other Member States and provide assistance where necessary. Serve as a contact point for other authorities, departments, institutions, and stakeholders, including on systems involved in market surveillance, facilitating effective communication and coordination.

**Internal compliance:** Stay abreast of relevant policies, regulations, guidelines, notices and standards, including those related to all relevant EU platforms and information and communication systems, and ensure adherence to them. Also, ensure effective performance of the processes related to this position in line with the MCCAA's policies and procedures.

**Reporting:** Collect, organise and provide accurate data for reporting purposes. Prepare and submit reports through the relevant platforms within the stipulated timeframes.

**Quality assurance:** Coordinate with the Quality Manager in maintaining certification of ISO 9001 for MCCAA and other quality and performance standards. Assist and participate in acquiring third-party services as well as collaborating with them.

**Other duties:** Undertake additional duties as directed by TRD management or the Chairperson's office.

## **Qualifications and Experience Requirements**

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 international relations, public administration, business or other equivalent related fields; and at least three (3) years of proven work experience in international relations, regulatory compliance and inspections, or policy development,

OR

Be in possession of a recognised degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) in international relations, public administration, business or other equivalent related fields; and at least one (1) year of proven work experience in international relations, regulatory compliance and inspections, or policy development;

- ii. Have excellent communicating and writing skills in both English and Maltese languages;
- iii. Be computer literate; and
- iv. Be in possession of a clean police conduct, not older than six months.

Knowledge of the European Community technical-harmonisation regulatory framework and/or management will be considered an asset.

\*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.

### **Knowledge, Skills and Competences**

- i. Ability to analyse data and obtain information and research to make informed decisions;
- ii. Ability to work both individually and in a team;
- iii. Ability to interact with stakeholders both internally and externally;
- iv. Ability to provide solutions and meet tight deadlines;
- v. Ability to adjust to changing circumstances, prioritise accordingly, and manage multiple tasks simultaneously;
- vi. Ability to think critically and carry out tasks with great integrity and professionalism.

### **Working Conditions**

- i. Expected to be physically present during office hours but there might be other occasions to attend to work after office hours as deemed necessary;
- ii. May be required to travel on business;
- iii. Abide by rules and regulations issued by MCCAA and meet stipulated deadlines;
- iv. Consult with other entities as may be required;
- v. Expected to maintain oneself abreast with best practices relevant to the post and attend any training which may be provided;
- vi. Adhere to ethical standards and integrity 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](mailto: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 **5 September 2024 end of business**.

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