

**Reference No:** MCCAA/HR/EXT/2124

<b>Position Description</b>			
<b>Title:</b>	Professional Officer (Metrology)	<b>Grade:</b>	6
<b>Division:</b>	Standards and Metrology Institute	<b>Jobsplus Permit no:</b>	845/2024

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

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**

Perform work involving high precision measurements and comparisons of physical quantities in the fields of mechanical and/or electrical metrology. Principally responsible for the scientific supervision and management, in line with specified standards and procedures, of all calibration/measurement activities of the Institute in those fields.

### **Main Accountabilities & Responsibilities**

The selected candidate will be expected to:

- Provide technical and scientific support to the day-to-day operations of the metrology laboratory;
- Design and implement measurement processes, methods and procedures and review and/or revise procedures in current use;
- Perform measurement uncertainty analyses and budgeting;
- Study, interpret and apply technical specifications and literature;
- Use and/or develop software tools for data acquisition and analysis;
- Analyze and report calibration results;
- Design test report and calibration certificate templates;
- Write and maintain calibration and test procedures;
- Monitor compliance with the Institute ISO 9001 and ISO 17025 quality system requirements;
- Integrate measuring equipment with software systems;

- Maintain and manage the metrological traceability of the Institute measurement standards;
- Conduct and analyze international laboratory comparisons exercises;
- Maintain calibration database for all internal instruments and monitor due dates, perform calibrations and generate calibration paperwork (certificates and reports);
- Commission new measuring equipment;
- Provide general consultation on metrology issues;
- Provide technical training on calibration processes and procedures;
- Upkeep personal technical expertise related to job function;
- Undertakes other technical assignments as directed by the Director (MD) and by the Director General (SMI).

### **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 physics, electrical engineering, or an appropriate, recognised, comparable qualification;
- ii. Any relevant experience in a calibration or a testing laboratory environment will be favourably looked upon;
- iii. Have good verbal and written communication skills in both Maltese and English;
- iv. Be in possession of a clean police conduct, not older than six months.

Other relevant technical qualifications will be considered an asset.

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

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

- Ability to study, comprehend and apply physical and engineering concepts, technical specifications and literature especially in relation to the field of science of measurement;
- Ability to write reports clearly & concisely and maintain records;
- Proficiency in MS Word, Excel, Power-Point and related software;
- Ability to express ideas clearly in both written and oral form;
- Ability to work on one's own initiative and as part of a team;
- Ability to work within and contribute positively to the team environment;
- Ability to plan, direct, train and review the work of subordinates;

- Ability to establish and maintain good working relationships with superiors, colleagues, Trade Unions, staff and outside bodies;
- It would be an asset to have experience in metrology or related field, and knowledge of quality management systems.

### **Working Conditions**

- Expected to work on flexible hours in order to meet his/her responsibilities and attend meeting after office hours as and when required by Director Metrology and Director General;
- May from time to time be required to travel on MCCAA assigned duties;
- Abide by rules and regulations issued by MCCAA;
- Work outside office hours and off-site as necessary.
- 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.

### **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.