

Reference No: MCCAA/HR/EXT/1924

Position Description			
Title:	Technical Officer (Metrology)	Grade:	8
Division:	SMI	Jobsplus Permit no:	862/2024

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

To perform work assigned by the Metrology Directorate involving precision measurements and comparisons of physical quantities in the field of mechanical metrology. Principally responsible for the execution and management, in line with specified standards and procedures, of all the internal and Clients' calibration/verification/testing work, as well as equipment maintenance.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Perform calibrations/tests as assigned by his/her superiors according to Directorate methods, prescribed standards or Client's specific procedures and proposals, in the laboratory or at Client's premises;
- Conduct legal metrology inspections and verifications on weighing and measuring instruments;
- Record and analyze data gathered during measurements;
- Study, interpret and apply technical specifications;
- Identify and correct measurement errors as applicable;
- Prepare test reports and calibration certificates;
- Maintain and recalibrate the measurement standards of the Directorate;
- Undertake first intervention on all items within the laboratory and ascertain and actuate follow-up actions if required;

- Work with suppliers for the identification and ordering of necessary parts for a repair;
- Schedule calibration/verification work;
- Perform laboratory housekeeping;
- Assist in maintaining the Directorate ISO 17025 accreditation;
- Remain familiar with technology and standards related to job requirements;
- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by the respective Director, Director General or the Chairperson's Office.

Qualifications and Experience Requirements

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

- Be in possession of at least 'O' level standard of education, including a pass (at least at Grade 1-5, Grade C or a comparable level) in five (5) subjects at MQF level 3 which must include Maltese, English and Mathematics;
- Be in possession of an ECDL certificate;
- Have at least three (3) years of relevant experience in a calibration or a testing laboratory environment;
- Have good verbal and written communication skills in both Maltese and English;
- Be in possession of a clean police conduct, not older than six months.

Other relevant technical qualifications will be considered an asset.

Knowledge, Skills and Competences

- Work under limited supervision;
- Professional judgement and sound reasoning skills;
- Detail-oriented and with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Highly organised, approachable and flexible;
- Work well in a team environment and good communication skills in the interaction with Client's and colleagues;
- Attention to the quality of work;
- Understanding and awareness of safety requirements and safe practices;
- Able to always maintain a professional approach.
- 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 be required to travel on MCCAA assigned duties;
- 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.

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 **12 September 2024 end of business**.

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