

Reference No: MCCAA/HR/EXT/3124

Title:	Professional Officer (EU & International Affairs)	Grade:	6
Division:	Office of the Chairperson	Jobsplus Permit no:	1058/2024

The Malta Competition and Consumer Affairs Authority (MCCAA) invites applications for the post of two (2) **Professional Officer (EU & International Affairs)**.

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**

- To assist in ensuring that MCCAA's obligations in relation to EU and national laws emanating from EU rules are fulfilled;
- To assist in ensuring that the Authority is represented at EU and international levels, as applicable, through its active contribution to the relevant national positions being taken within EU and international fora, as well as physical presence of its experts at meetings;
- To assist and contribute to the development of the authority's procedures and strategies;
- To actively contribute towards meeting any targets as may be established by the Authority.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Assist in the implementation of the internal procedures to ensure the effective monitoring of activity at EU level that is relevant to the functioning of the authority;
- Assist in the coordination of MCCAA personnel's participation in EU structures and processes;

- Coordinate and assist in the internal preparation and formulation of documents and submissions, including Explanatory Memoranda, position papers and technical feedback, required from the MCCAA;
- Coordinate and liaise internally within the MCCAA for the timely preparation and formulation of instruction notes, briefing notes and lines to take required for Council and COREPER meetings, Council working parties, European Commission committees, expert groups and working groups, as well as any other related meetings;
- Contribute to actions taken by the authority on matters arising at EU level, particularly by ensuring that any such matters are brought to the attention of the relevant directorates and officers in good time and as necessary;
- Debrief Ministry/National officials on matters related to the EU and international matters falling within the remit of the Authority;
- Participate at national, EU level and international meetings and represent the authority, as required;
- Undertake research in the relevant areas and provide input as necessary;
- Coordinate the internal clearance process for relevant documentation and submissions;
- Assist in the management and implementation of EU funded projects, when required;
- 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;
- Assist in the authority's internal coordination and timely completion of the transposition and implementation of EU Directives and Regulations and any related tasks;
- Establish and maintain a fruitful and effective working relationship with counterparts and colleagues;
- Contribute to the EU & International Affairs office's reporting and record keeping endeavours, including of exchanges with EU and international institutions;
- Endeavour towards meeting all stipulated deadlines, without exception;

- Carry out effectively any other duties and responsibilities as directed by the respective line manager and the Chairperson's Office.

Working Conditions

- Expected to work flexible hours in order to meet accountabilities and attend to work after office hours, as may be required;
- The nature of this position requires the employee to be physically present during office hours;
- 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.

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 the area of European Studies, Public Policy, International Relations, or Diplomatic Studies or an appropriate, recognised, relevant and comparable qualification;
- ii. Be computer literate; and
- iii. Have an excellent command of both the English and Maltese languages.

Proven work experience in a similar position, will be considered an asset.

A postgraduate qualification at MQF level 7 or higher in the aforementioned areas (clause i) or an appropriate, recognised, relevant and comparable qualification will be considered an asset.

Knowledge, Skills and Competences

- Able to work under pressure as part of a highly motivated team and with limited supervision;
- Excellent oral and written communication skills in both Maltese and English;
- Solid analytical and reporting skills;
- Detail oriented and works with a high degree of accuracy and confidentiality;
- Problem solving skills, able to multitask and meet challenging deadlines;
- Strong competency in record keeping using databases and spreadsheets;
- Highly organised and flexible;
- Possess well developed interpersonal skills and 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 and a clean police conduct, not older than six months. The closing date of the receipt of applications is **14 November 2024 end of business**.

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