

Reference No: MCCAA/HR/EXT/4325**Date of Issue:** 10 April 2026

Title:	Professional Officer (Standards and Certification)	Grade:	6
Division:	Standards and Metrology Institute – Standardisation Directorate	Jobsplus Permit no:	831/2025

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

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.

This post has been designated for the purposes of sub-article 5 of article 4 of the Public Administration Act and in terms of Directive 14, since it involves regulatory / inspectorate functions. The relevant conditions laid out in the Public Administration Act and Directive 14 apply.

The selected candidate/s shall be required to fill in the Declaration available at Appendix 1 to Directive 16, since this post involves regulatory / inspectorate functions as listed in the Annex to Directive 14.1.

Salary

The salary for the post of Professional Officer (Standards and Certification) is in line with Grade 6 of the MCCAA's Grading and Salary Structure, which in the year 2025* was €28,107 per annum, rising by annual increments of €696 up to a maximum of €33,675. Appointees will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of their basic salary subject to satisfactory performance, a payment of responsibility allowance of €1,000 and a continuous professional development allowance up to €600 per annum.

*It is to be noted that the salaries are currently being revised.

The result will be valid for a period of one (1) year from the date of publication.

Position Description

Overall Purpose of Position

The Professional Officer will provide technical assistance in standardisation and certification activities at the Standards and Metrology Institute (SMI) within the Malta Competition and Consumer Affairs Authority (MCCAA). This position focuses on policy, procedural development, and implementation, conducting technical assessments, audits and inspections. The Professional Officer will also be responsible for performing work related to the transposition and implementation of EU, international, and national regulations and standards. This work also includes planning, development, implementation, control, and monitoring of standardisation and certification activities within SMI.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Implement policies, processes, certification schemes and procedures related to the Standardisation Directorate;
- Provide technical advice;
- Formulate positions on standardisation and certification issues;
- Carry out legal and voluntary certification activities; application reviewing, lead auditing, technical assessing, decision making, competence requirements setting, competence evaluating and monitoring according to established processes, procedures and policies;
- Carry out standardisation activities; establishing, co-ordinating, preparing for, participating in national, EU and International technical committees and carry out secretarial work according to established processes, procedures and policies;
- Carry out internal audits according to established procedures;
- Carry out activities related to clients management;
- Carry out performance monitoring sessions;
- Collaborate with other directorates and government entities as needed;
- Maintain the various databases of the directorate;
- Prepare for and participate in standardisation work including technical committees, EU committees, and international committees;

- Develop and market certification schemes based on National/European legislation and standards;
- Coordinate with QMS of the directorate to maintain ISO 9001 certification for the Authority;
- Monitor website content and liaise with the technical website administrator to ensure MCCAA's official website remains updated with current information, standards updates, and organizational announcements;
- Ensure quality systems are implemented and maintained in accordance with ISO/IEC standards;
- Prepare articles, brochures, and advertising materials on standardisation and certification activities;
- Participate in media sessions related to the Directorate;
- Assist in developing, marketing, and conducting training courses organized by the Authority;
- Represent and negotiate on behalf of MCCAA with public/private entities, in councils, commissions and at conferences;
- Establish and enhance business contacts and networks with business organizations.
- Undertake additional duties as directed by management or 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;
- 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 Engineering or an appropriate, recognised, comparable qualification;
- ii. Must preferably have a lead auditor course in either of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, or any management system standard;
- iii. Be computer literate;
- iv. Have an excellent command of the English language and Maltese language; and
- v. Be in possession of a clean police conduct, not older than six months from the date of the call for applications.

Any relevant experience will be looked upon favourably.

*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

- Works 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 Chief Officer (Human Resources) 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 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 for the receipt of applications is **24 April 2026, end of business**.

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