

Reference No: MCCAA/HR/EXT/1426

Date of Issue: 13 July 2026

Title:	Professional Officer	Grade:	6
Division:	Technical Regulations Division (TRD)	Jobsplus Permit no:	572/2026

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

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 is to report any known actual, potential, or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Salary

The salary for the post of Professional Officer 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

To provide technical and scientific support to the assigned Directorate of the Technical Regulations Division in both the regulatory affairs and market surveillance and enforcement functions. The post-holder is responsible for the execution and development of work across both domains within the assigned regulatory area, including transposition support, compliance verification, guidance, inspections, and enforcement, under the supervision of senior staff.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Analyse legislative proposals in the relevant areas, providing feedback and drafting memoranda, instruction notes and technical assessments as required;
- Assist in the transposition of EU legislation in the assigned regulatory area, including the preparation of draft legal notices, supporting documentation and related instruments;
- Conduct or assist in the evaluation of applications, authorisation or approval dossiers, product compliance dossiers or similar regulatory submissions in the assigned area, and prepare the relevant decisions and documentation as instructed;
- Liaise with applicants and stakeholders regarding applications and regulatory processes being handled, providing timely and accurate responses and updates;
- Prepare and deliver guidance materials and information for stakeholders (operators, importers, distributors and the general public) in the assigned regulatory area, and operate a helpdesk facility as required;
- Advise MCCAAs Directorates, Government entities and stakeholders on policies, regulatory obligations and interpretation of legislation in the assigned area;
- Assist in the practical preparations for the implementation of new legislative requirements within the MCCAAs remit;
- Plan and conduct market surveillance activities in the assigned regulatory area, including product inspections, product sampling, on-site assessments and the investigation of complaints relating to MCCAAs-regulated products;
- Take regulatory actions, initiate enforcement proceedings and follow up on non-compliant products and operators as necessary, including the preparation of enforcement documentation;
- Conduct risk assessments of MCCAAs-regulated products, including the evaluation of samples, test results and product documentation, and report findings to senior staff;

- Prepare and process RAPEX/Safety Gate notifications and other rapid alert or information-sharing communications as directed;
- Represent MCCA and Malta in technical meetings at national, EU and international fora as directed;
- Ensure that information available on the MCCA website relating to the assigned regulatory area is accurate and up to date;
- Co-ordinate with the Quality Manager in maintaining certification of SM EN ISO 9001:2015 for MCCA;
- Participate in conformity assessment activities as may be required; and
- Carry out effectively any other duties and responsibilities as directed by the respective Director General or the Chairperson's Office.

Job Requirements

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

- Be citizens of one of the Member States of the European Union;
- Be in possession of a recognised degree at MQF Level 6 (subject to a minimum of 180 ECTS credits, or equivalent*) in chemistry, biological sciences, pharmacy, physical sciences, environmental science or related scientific fields that provide knowledge directly relevant to the safety of MCCA-regulated products; or

Be in possession of a recognised degree at MQF Level 7 (subject to a minimum of 90 ECTS credits, or equivalent*) in a relevant scientific discipline as listed above;
- Be computer literate, with proficiency in Microsoft Office and standard productivity tools;
- Have excellent verbal and written communication skills in English; and
- Have a clean police conduct, not older than six months from the date of the calls for applications.

*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.

The following will be considered an asset:

- Experience in regulatory affairs, authorisation processes, market surveillance, product inspections or enforcement; and
- Verbal and written communication skills in Maltese.

Knowledge, Skills and Competences

- Knowledge of EU and Maltese legislation, scientific risk assessment principles and market surveillance requirements applicable to the relevant regulatory area;
- Ability to evaluate technical and scientific documentation and to reach reasoned analytical conclusions;
- Experience in or good working knowledge of regulatory compliance and/or market surveillance operations;
- Strong written and verbal communication skills, including report writing;
- Ability to use specialist databases and IT systems relevant to the assigned area;
- Commitment to advancing knowledge in the relevant field through continuous professional development;
- Ability to work under limited supervision and to exercise professional judgement and sound reasoning;
- Detail-oriented and works with a high degree of accuracy and confidentiality;
- Strong problem-solving skills; able to multitask and meet challenging deadlines;
- Highly organised, approachable and flexible, with the ability to adapt quickly to changing environments;
- Excellent interpersonal skills and ability to maintain a professional approach at all times; and
- Demonstrates a positive attitude towards challenges and a commitment to continuous professional development.

Working Conditions

- Expected to work flexible hours in order to meet accountabilities and attend meetings outside normal office hours as required;
- May be required to travel locally and internationally in connection with national and EU meetings, inspections or other official business;
- May be required to be physically present on-site during office hours and to work a standard 40-hour week, with remote working as may be granted in line with the Authority's Remote Working Policy;
- Required to hold and maintain a clean police conduct;
- Must abide by the Code of Ethics and the rules and regulations issued by MCCA;
- Must maintain a professional approach at all times and uphold the values of the Authority; and
- May be required to undertake field inspections and on-site visits as directed.

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 **27 July 2026, end of business**.

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