Malta Competition and Consumer Affairs Authority

**Reference No:** MCCAA/HR/EXT/3326 **Date of Issue:** 30th October 2026

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| **Title:** | Professional Officer | **Grade:** | 6 |
| **Unit:** | EU & International Affairs | **Jobsplus Permit No.:** | 926/2026 |

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

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.

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 a Professional Officer is in line with Grade 6 of the MCCAA's Non-Management 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 an annual performance bonus of up to 10% of their basic salary, subject to satisfactory performance, a responsibility allowance of €1,000 per annum, and a continuous professional development allowance of 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 support the MCCAA in fulfilling its legal obligations under EU and national legislation, while actively representing the Authority at EU and international levels through direct participation in meetings and substantive contributions to national positions. The role also involves assisting with the development and refinement of internal procedures and strategic initiatives and actively driving the achievement of established organisational targets.

**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 in 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 exchanges with EU and international institutions;

- Endeavour towards meeting all stipulated deadlines, without exception; and

- Carry out effectively any other duties and responsibilities and undertake other assignments as reasonably directed by the Head (EU & International Affairs), Chief Officer (Legal) or the Chairperson's Office.

**Job Requirements**

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

i. Be in possession of a recognised degree at MQF/EQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in European Studies, Public Policy, International Relations, or Diplomatic Studies;

ii. Be computer literate;

iii. Have excellent verbal and written communication skills in Maltese and English; and

iv. Have a clean police conduct certificate, not older than six (6) months from the date of this call for applications.

The following will be looked upon favourably:

- Demonstrated professional experience in a comparable role; and/or
- A postgraduate qualification at MQF/EQF Level 7 or higher in European Studies, Public Policy, International Relations, or Diplomatic Studies.

* 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**

- Solid analytical and report-writing skills;
- Well-developed interpersonal and communication skills;
- Ability to work under pressure as part of a highly motivated team of professionals, with minimal supervision;
- 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; and
- Highly organised and flexible.

**Working Conditions**

- Expected to work flexible hours to meet accountabilities and attend to work after office hours, as may be required;
- May be required to travel on official Authority purposes;
- Required to hold and maintain a clean police conduct;
- Abide by rules and regulations issued by the MCCAA;
- Consult with the management team as may be required;
- Must maintain a professional approach at all times and uphold the values of the Authority; and
- Expected to keep oneself abreast with best practices relevant to the post and attend any training which may be provided.

**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, copies of the relevant qualification certificates, MQRIC formal recognition statement(s) where applicable, and a clean police conduct certificate not older than six months. The closing date for the receipt of applications is **13th November 2026, end of business**.

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