Reference No: MCCAA/HR/EXT/4026 **Date of Issue:** 17th November 2026

Title:	Senior Professional Officer (Accreditation)	**Grade:**	5
Division:	The National Accreditation Board of Malta (NAB-MALTA)	**Jobsplus Permit No.:**	986/2026

The National Accreditation Board of Malta (NAB-MALTA) invites applications for the post of a **Senior Professional Officer (Accreditation)**.

The National Accreditation Board of Malta (NAB-MALTA) is the country's sole national accreditation body, officially designated to assess and accredit Conformity Assessment Bodies (CABs), including laboratories, inspection bodies, and certification bodies that ensure the quality, safety, and reliability of products and services across various sectors. Operating under national legislation and EU Regulation (EC) No. 765/2008, the NAB-MALTA aligns its accreditation processes with international standards, particularly ISO/IEC 17011, and is a full member of the European Co-operation for Accreditation (EA), contributing to the mutual recognition of accredited services across Europe and beyond. Our work supports public authorities, industry, and consumers by fostering trust in the technical competence of CABs, while also collaborating with national regulators and contributing to the development of accreditation schemes in emerging areas. At NAB-MALTA, we uphold values of integrity, technical excellence, and public service, offering a dynamic and collaborative environment where professionals can grow and make a meaningful impact on both national and international quality infrastructure.

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 **Senior Professional Officer (Accreditation)** is in line with Grade 5 of the MCCAA's Non-Management Grading and Salary Structure, which in the year 2026 is €35,750 per annum, rising by annual increments of €750 up to a maximum of €40,250. Appointees will also be entitled to:

- A Class Allowance of €7,000 per annum;
- An MCCAA Allowance of €6,000 per annum;
- An annual Performance Bonus of up to 15% of their basic salary, subject to satisfactory performance;
- A Disturbance Allowance of 5% of their basic salary, subject to the performance of duties beyond the standard 40-hour working week, where required by the respective management; and
- A Training and Development Allowance of up to €1,600 per annum.

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

Position Description

Overall Purpose of Position

The Senior Professional Officer (Accreditation) will be primarily responsible for project-managing assessments and ensuring NAB-MALTA's compliance with Regulation (EU) 765/2008 and ISO/IEC 17011 requirements. The postholder will also carry out any other additional duties as assigned to ensure the continual development and improvement of NAB-MALTA.

Main Accountabilities & Responsibilities

The selected candidate will be expected to:

- Respond to enquiries and applications for accreditation, GLP inspections and any other assessment activity that the NAB-MALTA may offer;
- Liaise with and assess Conformity Assessment Bodies (CABs), as assigned to them, and to follow up each case in order to process accreditation applications;
- Organise assessments and to participate in assessment activities, as appropriate, for those CABs assigned to them;
- Prepare and present Board Reports as and when requested;
- Promote the development of the NAB-MALTA by contacting prospective customers, visiting companies, giving lectures, writing articles, etc.;

- Carry out duties in connection with the quality management system including document control, records control, internal audits and other functions as and when required, and to assist in the preparation of the customer and stakeholder feedback report;
- Maintain the accreditation cycles of the accredited conformity assessment bodies (CABs);
- Maintain the Clients Database;
- Monitor the decision-making process as and when required;
- Maintain the NAB-MALTA database of assessors and make appropriate arrangements for their training and induction in the practices of the NAB-MALTA;
- Serve on committees and sub-committees of NAB-MALTA as required;
- Support the development and update of the NAB-MALTA website;
- Represent the NAB-MALTA as and when required;
- Keep updated on best practices in the areas related to accreditation through research, training and participation in activities as approved by the Director; and
- Carry out any other duties that may be assigned by the Director of the NAB-MALTA from time to time.

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 in an Engineering field or Pharmaceutical Science (subject to a minimum of 240 ECTS credits, or equivalent*) or in a Science discipline, Built Environment Studies (subject to a minimum of 180 ECTS credits, or equivalent*), or in an appropriate, recognised, comparable qualification, plus a minimum of five (5) years of relevant professional experience;

ii. Have a minimum of three (3) years in an active role within an ISO/IEC17xxxx and/or ISO9001 environment and be familiar with ISO/IEC 17xxx and/or ISO9001 requirements.

iii. Have demonstrable knowledge, training and experience in maintaining and auditing quality management systems;

iv. Possess knowledge of Regulation (EC) 765/2008, ISO/IEC17011, ISO/IEC17xxx and any of the ISO/IEC 17xxx series of standards;

v. Be computer literate and proficient in Microsoft 365 (Word, Excel, PowerPoint, Teams);

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

vii. Be in possession of a valid driving licence in category B; and

viii. 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:

- Experience with Microsoft Visio and Microsoft Access;
- Experience in working with other management system standards;
- A minimum of three (3) years of relevant professional experience in a laboratory, inspection body, or certification body; and/or
- Working proficiency (written and spoken) in Italian or additional languages.

* A recognised qualification comparable to 240/180 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

Knowledge, Skills and Competences

- Strong communication and interpersonal skills, especially the ability to express ideas clearly and compile concise, structured reports;
- Sound knowledge of audit principles, procedures, and methods (ISO 19011:2018 / applicable standards Cl. 7.2.3);
- Understanding of risk-based management methodologies;
- Ability to analyse and interpret complex technical and scientific reports;
- Ability to work on own initiative and under pressure with minimal supervision, as well as collaboratively within a multidisciplinary team;
- Sound professional judgment, critical thinking, and objective reasoning skills;
- High degree of accuracy, detail orientation, and strict adherence to confidentiality;
- Effective problem-solving and multitasking capabilities, with the ability to prioritize and meet tight deadlines;
- Highly organised, adaptable, and approachable demeanour;
- Conscientious approach with a strong commitment to quality of work;

- Working knowledge and awareness of occupational health, safety requirements, and safe working practices; and
- Commitment to always maintaining the highest standards of professional conduct and integrity.

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 NAB-Malta purposes;
- Required to hold and maintain a clean police conduct;
- Abide by rules and regulations issued by the NAB-Malta;
- Consult with the management team as may be required;
- Must maintain a professional approach at all times and uphold the values of NAB-Malta; 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 **1st December 2026, end of business.**

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