



Job Description

Title: Inspecting Officer

Department: Market Regulation

Reporting to: Assistant Manager / Manager

Date: April 2025

Job Purpose:

The overall purpose of the job is to ensure compliance with the provisions of the regulations falling under the responsibility of the Malta Food Agency particularly in the areas regulating the fresh fruits and vegetables market, fish market and the farmers markets, namely the S.L. 117.43, S.L. 117.31 amendments thereof and other legislations in place related to the work of the Market Regulation Department. This role will report directly to the Assistant Coordinator Market Regulation.

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 14.1, since it involves regulatory / inspectorate functions. The relevant conditions laid out in the Public Administration Act and Directive 14.1 apply.

General Employee Duties with the Assigned Responsibilities:

Leadership

Leads the inspection process towards a higher level of improvement and effectiveness in market regulation, and constantly ensures that the right mechanism is in place. He/she serves as a point of reference for the Agency in the assigned responsibility and ensures that data and document policies are adhered to.

Management

Plan and organise inspections to achieve team objectives, while following the necessary strategies for the Market Regulation Department. He/she will keep abreast with relevant developments in both national and international fields.

Coordinate tasks assigned, monitor and evaluate progress and results, and communicate back with the one-up superior.

People Management

- **Motivation:** Ability to motivate and guide self as well as colleagues by maintaining a positive work environment amongst the team.

- **Employee Development:** Analyses needs and possibilities for continued development and training both locally and abroad.

- **Communication:** Responsible for channelling communication between management, colleagues and related external parties. This includes the dissemination of information and communicating feedback. The job holder may also be required to attend meetings within and outside the Agency as and when directed.

Operational Management

- Responsible for the execution of assigned operational job processes. Address enquiries and complaints and provide information and reports with recommendations.

Technical Management

- To practice technical skills related to job processes. This requires using a combination of logic, analysis and experience to make decisions and solve problems.

Any other duties as requested by the CEO or the Chief Officer Market Regulation.

Personal Competencies:

- i. Driving License
- ii. Expert knowledge of Agricultural produce and Company policies
- iii. Knowledge about the Malta Food Agency and project safety programs, Microsoft Office and Government policies
- iv. Leadership and management skills
- v. Problem-solving skills
- vi. Decision-making skills
- vii. Interpersonal communication skills
- viii. Highly responsible
- ix. Committed and abides strictly to deadlines
- x. Willingness to remain continuously updated on areas directly related to the field
- xi. Attention to detail
- xii. Ability to withstand various pressures
- xiii. Team Player

Experience and qualifications requirements:

In order to be eligible for the post, candidates must meet the requirements below:

A recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent), in Agriculture, Agribusiness, Sciences, Food Technology, Business Administration or a comparable professional qualification.

OR

In possession of two (2) subjects at Advanced level (one of which must include a pass) in the following subjects: biology, chemistry, environmental science and geography and three (3)

subjects at Intermediate Matriculation Level (one of which must include a pass) in English or Maltese or Mathematics or a comparable qualification.

Successful candidates who are in possession of a recognised MQF Level 4, (qualification or two subjects at Advanced level and three subjects at Intermediate Matriculation level, or a recognised comparable qualification) in the areas of agriculture, environment, food business and management, shall upon appointment, bind themselves to successfully complete a recognised Diploma in a related area at MQF Level 5, in not more than two (2) years. Failure of which they would relinquish their appointment.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated above will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

AND

A clean Police Conduct