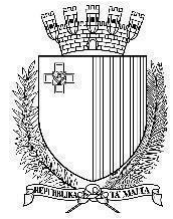


Anness A

Ministeru	<i>Ministeru għall-Ambjent, it-Tibdil fil-Klima u l-Ippjanar</i>
L-impjeg	<i>Junior Legal Officer</i>



MINISTERU GHALL-AMBJENT,
IT-TIBDIL FIL-KLIMA U L-IPPJANAR

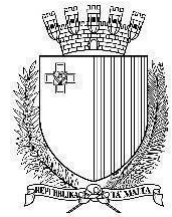
6, TRIQ HAL QORMI, SANTA VENERA, SVR 1301

Dmirijiet u responsabbiltajiet

- (i) Jeżerċita l-professjoni tiegħu u jwettaq dmirijiet oħra kompatibbli mal-post, inkluż li jirrapreżenta lill-Ministeru fil-Qorti/Arbitraġġ u li jirrispondi għall-ittri legali;
- (ii) Jassisti lis-Segretarju Permanenti u/jew ir-rappreżentant/a/i tiegħu fuq affarijiet li jkunu jeħtieġu interpretazzjoni legali;
- (iii) Jabbozza jew jirrevedi ftehim;
- (iv) Iħejji abbozzi ta' Liġijiet u Avviżi Legali;
- (v) Iwettaq xogħol relatat ma' Regolamenti, politika u dokumenti oħra tal-UE;
- (vi) Jiftaħ u jsegwi każijiet legali sabiex jitermina ftehim u/jew jirkupra l-fondi;
- (vii) Jikkollabora mal-Uffiċċju tal-Avukat tal-Istat fuq każijiet li jkunu qed jiġu segwiti mill-uffiċċju tiegħu;
- (viii) Jagħmel xogħol ta' riċerka legali f'oqsma li jaqgħu taħt il-portafoll tal-Ministeru;
- (ix) Jattendi għal-laqgħat/konferenzi kemm f'Malta kif ukoll barra minn Malta;
- (x) Jirrapreżenta lill-Ministeru fejn u kif meħtieġ;
- (xi) Jikkordina xogħol legali bejn id-dipartimenti u l-entitajiet tal-Ministeru;
- (xii) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- (xiii) Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for the Environment, Climate Change and Planning</i>
Job title	<i>Junior Legal Officer</i>



MINISTRY FOR THE ENVIRONMENT,
CLIMATE CHANGE AND PLANNING
6, QORMI ROAD, SANTA VENERA, SVR1301

Duties and responsibilities

- (i) Exercises his/her profession and performs other duties compatible with the post, including representing the Ministry in Court/Arbitration and respond to legal letters;
- (ii) Assists the Permanent Secretary and/or his representative/s in matters requiring a legal interpretation;
- (iii) Drafts or revises agreements;
- (iv) Prepares draft Legislation and Legal Notices;
- (v) Performs duties relating to EU Regulations, policies and other documents;
- (vi) Opens and follows legal cases to terminate agreements and/or to recover funds;
- (vii) Liaises with the Office of the State Advocate on cases that may be handled by that office;
- (viii) Performs legal research work on fields which fall under the Ministry's portfolio;
- (ix) Attends meetings/conferences in Malta and abroad;
- (x) Represents the Ministry where and as necessary;
- (xi) Coordinates legal work among the departments and entities of the Ministry;
- (xii) Undertakes any other tasks, which the superior might delegate to him/her, as may be required;
- (xiii) Any other duties as directed by the Principal Permanent Secretary.