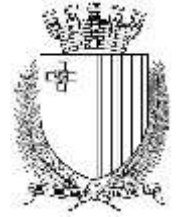


Anness A

Ministeru	<i>Ministeru għall-Ġustizzja</i>
L-impjeg	<i>Espressjoni ta' Interess minn fost l-Uffiċjali Pubbliċi u dawk tas-Settur Pubbliku biex jiġu assenjati sigħat addizzjonali fil-gimġha barra l-ħin normali tal-Uffiċċju u jwettqu dmirijiet amministrattivi fl-Uffiċċju tan-Nutar tal-Gvern fil-Ministeru għall-Ġustizzja</i>



MINISTERU GHALL-ĠUSTIZZJA
AUBERGE D'ARAGON, MISRAH INDIPENDENZA, VALLETTA

Dmirijiet u responsabbiltajiet

L-uffiċjali li jiġu assenjati biex iwettqu dmirijiet amministrattivi jiffurmaw parti mit-tim tad-Digitisation Unit u dan l-assenjament huwa fuq bażi **part time**. Id-dmirijiet ewlenin huma:

- Scanning ta' kuntratti u dokumenti relatati arkivjati fl-Arkivju Notarili Prinċipali fi ħdan l-Uffiċċju tan-Nutar tal-Gvern;
- Katalogar u indexing ta' kuntratti u dokumenti relatati skenjati, arkivjati fl-Arkivju Notarili Prinċipali fi ħdan l-Uffiċċju tan-Nutar tal-Gvern;
- Kwalunkwe dmir ieħor hekk kif ordnat min-Nutar Prinċipali tal-Gvern;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti.

Annex A

Ministry	<i>Ministry for Justice</i>
Job title	<i>Expression of Interest from amongst Public Officers and Public Sector employees to be assigned weekly additional out of normal office hours to perform administrative duties at the Office of the Chief Notary to Government within the Ministry for Justice</i>



MINISTRY FOR JUSTICE

AUBERGE D'ARAGON, INDEPENDENCE SQUARE, VALLETTA

Duties and responsibilities

The Officers assigned to perform administrative duties form part of the Digitisation Unit and this assignment is on a **part-time** basis. The main duties are:

- Scanning of contracts and related documents archived at the Main National Archives within the Office of the Chief Notary to Government;
- Cataloguing and indexing of scanned contracts and related documents archived at the Main Notarial Archives within the Office of the Chief Notary to Government;
- Any other duties as directed by the Chief Notary to Government;
- Any other duties as directed by the Permanent Secretary.