Anness A

Ministeru	*Ministeru għall-Ġustizzja u r-Riforma tas-Settur tal-Kostruzzjoni*
L-impjieg	*Principal Notary*

MINISTERU GĦALL-ĠUSTIZZJA U R-RIFORMA TAS-SETTUR TAL-KOSTRUZZJONI
AUBERGE D'ARAGON, MISRAĦ INDIPENDENZA, VALLETTA VLT 1521

Dmirijiet u responsabbiltajiet

i. Imexxi s-Sezzjoni Nutarili filwaqt li jissorvelja l-ħidma tan-Nutara kollha u jirraporta il-progress tagħhom;

ii. Jipprepara abbozzi ta' emendi sabiex jitjiebu l-liġijiet relatati mal-Professjoni Notarili;

iii. Jipprepara Proċeduri ta' Ħidma Standard relatati ma' kwalunkwe materja legali fi ħdan id-Dipartiment;

iv. Jippartecipa fi kwalunkwe fora legali relatata mal-prattika nutarili, kemm lokalment, kif ukoll barra minn Malta;

v. Jassisti lin-Nutar Prinċipali Ewlieni tal-Gvern meta jinħatar Nutar Konservatur;

vi. Jorganizza l-ġbir ta' volumi nutarili mill-uffiċjali reviżuri, u jikkoordina mal-Arkivji Nazzjonali fir-rigward tar-reġistri tagħhom;

vii. Jaħdem b'impenn mal-arkivist jew mal-maniġer fi ħdan l-Arkivju Nutarili biex tinżamm l-ordni tal-volumi nutarili;

viii. Jassisti lin-Nutar Prinċipali Ewlieni tal-Gvern fi kwalunkwe proġett lokali jew tal-UE;

ix. Iħarreġ lil nutara fi gradi subordinati fil-pubblikazzjoni ta' atti u ftehim privati;

x. Iħejji u jippublika atti, speċjalment dawk ta' importanza kbira, flimkien man-Nutar Prinċipali Ewlieni tal-Gvern;

xi. Jissorvelja il-proċess ta' reviżjoni tat-testmenti ppubblikati min-nutara f'Malta u Għawdex;

xii. Jikkoordina is-Sezzjoni Nutarili biex jiġu mwieġba fil-ħin il-mistoqsijiet ta' xejra legali u jiġi żgurat servizz ta' kwalità tajba lill-klijenti skont iċ-Charter dwar Servizz ta' Kwalità eżistenti;

xiii. Jippromwovi l-Arkivji Nutarili kif jiġi delegat min-Nutar Prinċipali Ewlieni lill-Gvern;

xiv. Jimmaniġġja kawżi fil-Qrati tal-Ġustizzja meta mqabbad min-Nutar Prinċipali Ewlieni lill-Gvern;

xv. Kwalunkwe kompitu ieħor li n-Nutar Prinċipali Ewlieni tal-Gvern jista' jiddelega lilu/ha kif meħtieġ, inkluż fl-Uffiċċju tan-Nutar tal-Gvern f'Għawdex.

xvi. Kwalunkwe dmir ieħor, hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Justice and Reform of the Construction Sector*
Job title	*Principal Notary*

MINISTRY FOR JUSTICE AND REFORM OF THE CONSTRUCTION SECTOR
AUBERGE D'ARAGON, MISRAĦ INDIPENDENZA, VALLETTA VLT 1521

Duties and responsibilities

i. Leads the Notarial Section while overseeing the work of all Notaries and monitors their progress;
ii. Prepares draft amendments to improve the laws relating to the Notarial Profession;
iii. Prepares the Standard Operating Procedures relating to any legal matters within the Department;
iv. Participates in legal fora, both locally and abroad relating to notarial practice;
v. Assists the Chief Notary to Government when appointed Notary Keeper;
vi. Organises the collection of notarial volumes from review officers, and coordinates with the National Archives with regards to their registers;
vii. Works actively with the archivist or manager within the Archive to maintain the order of the notarial volumes;
viii. Assists the Chief Notary to Government with any local or EU projects;
ix. Trains junior notaries in the publication of deeds and private agreements;
x. Drafts and publishes deeds, especially those of high importance, together with the Chief Notary to Government;
xi. Oversees the review of wills published by notaries in Gozo and Malta;
xii. Coordinates with the Notarial Section to answer any legal queries in a timely manner and ensures a quality of service to clients in line with the existent Quality Service Charter;
xiii. Promotes the Notarial Archives, as delegated by the Chief Notary to Government;
xiv. Manages court cases, as delegated by the Chief Notary to Government;
xv. Undertakes any other tasks, which the Chief Notary to Government may delegate to him/her as may be required, including in the Office of the Notary to Government in Gozo.
xvi. Any other duties as directed by the Principal Permanent Secretary.