

# Anness A

<b>Ministeru</b>	Ministeru għal Għawdex u l-Ippjanar
<b>L-impjeg</b>	Manager I (Geographic Information Systems)



**GVERN TA' MALTA**  
MINISTERU GĦAL GĦAWDEX  
U L-IPPJANAR

Pjazza San Franġisk, ir-Rabat, Għawdex

## Dmirijiet u responsabbiltajiet

- i. Jimmaniġja s-sistemi tal-GIS tat-Taqsima tar-Regolamentazzjoni għall-Għasafar Selvaġġi (WBRU) u jiżgura t-tlestija b'suċċess tal-kompiti kollha tiegħu sad-dati tal-iskadenzi stipulati;
- ii. Jimmaniġja s-sistema centralizzata tal-IT tat-Taqsima u d-databases tagħha, inklużi dawk relatati mar-rappurtar tal-qbid (inkluż sistema telefonika u mobile app);
- iii. Jiżgura żvilupp u titjib kontinwu tal-funzjonijiet tas-sistemi biex jiffacilita u jtejjeb il-proċessi tax-xogħol relatati;
- iv. Jikkoordina mal-klijenti biex tinkiseb data, jwettaq proċessi ta' verifika skont kriterji stabbiliti minn qabel, jese gwixxi proċessi ta' dħul ta' data fis-sistemi, inkluż l-ipplottjar, u jwettaq is-segwitu meħtieġ mal-klijenti sakemm jiġi riżolt il-każ;
- v. Iwettaq proċessi ta' esportazzjoni ta' data għal apparati portabbli li jintużaw għal skopijiet ta' infurzar mit-Taqsima u l-Korp tal-Pulizija u jiżgura l-manutenzjoni u l-aġġornament tad-data f'ħin reali;
- vi. Jipprovdi taħriġ u jiżgura appoġġ tekniku kontinwu lill-utenti awtorizzati tas-sistemi;
- vii. Jikkoordina mal-Compliance Branch tat-Taqsima, mal-Pulizija u strutturi oħra tal-infurzar tal-liġi biex jassisti fl-għoti ta' informazzjoni ta' rilevanza għall-investigazzjonijiet tagħhom;
- viii. Jikkoordina l-għbir u l-analiżi tad-data u jhejji rapporti biex jiġu sottomessi lill-Kummissjoni tal-UE u lil diversi korpi nazzjonali u internazzjonali;
- ix. Jipprepara mapep tematiċi u rapporti fuq data ta' rilevanza għall-funzjonijiet tat-Taqsima;
- x. Jipprovdi servizz ta' customer care lill-klijenti tat-Taqsima fil-linja tax-xogħol rilevanti, jimmaniġġja korrisondenza u rapporti rilevanti;
- xi. Jassisti fl-akkwist, l-ibbaġitjar, l-ippjanar intern tar-riżorsi u funzjonijiet oħra relatati;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, kif jista' jkun meħtieġ; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



St. Francis Square, ir-Rabat, Għawdex

<b>Ministry</b>	Ministry for Gozo and Planning
<b>Job title</b>	Manager I (Geographic Information Systems)

## Duties and responsibilities

- i. Manages and coordinates WBRU's GIS systems and related datasets, and ensures the successful completion of all related tasks within the stipulated deadlines;
- ii. Manages and coordinates the Unit's centralized IT system and its databases, including those related to game reporting (telephone system and mobile app);
- iii. Ensures continuous development and enhancement of the systems' functions to facilitate and improve related work processes;
- iv. Coordinates with clients to obtain data, conducts vetting processes in line with pre-set criteria, executes inputting processes of data into the systems, including plotting, and conducts the necessary follow-ups with clients until case resolution;
- v. Carries out data exporting processes to portable devices that are used for enforcement purposes by the Unit and the Police Force and ensures the maintenance and update of data in real time;
- vi. Provides training and ensures continuous technical support to authorised users of the systems;
- vii. Liaises with the Unit's Compliance Branch, Police and other law enforcement structures to assist in the provision of information of relevance to their investigations;
- viii. Coordinates the collation and analysis of data and prepares reports for submission to the EU Commission and to various national and international bodies;
- ix. Prepares thematic maps and other data reports of relevance to the functions of the Unit;
- x. Provides customer care service to the Unit's clients in the relevant line of duty, handling relevant correspondence and reports;
- xi. Assists in procurement, budgeting, internal resource planning and other related functions;
- xii. Undertakes any other tasks, which the superior may delegate to them, as may be required; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.