

Anness A



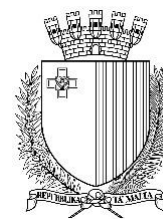
Ministeru	<i>Ministeru għall-Intern, is-Sigurta' u x-Xogħol</i>
L-impjeg	<i>Post ta' 1st Line Border Control Officer</i>

MINISTERU GHALL-INTERN, IS-SIGURTA' U X-XOGHOL
201 TRIQ ID-DEJQA VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jagħmel il-verifiki kollha meħtieġa fl-ewwel linja (1st line) u dan skont il-Kodiċi tal-Fruntieri ta' Schengen (SBC);
- ii. Japplika d-dispożizzjonijiet tal-Att dwar l-Immigrazzjoni, l-SBC u l-Manwal tiegħu, il-Kodiċi tal-Viża u l-Manwal tiegħu, is-sanzjonijiet kontra t-Transportaturi, u Legiżlazzjoni oħra lokali, tal-UE u Internazzjonali; hlief għal dawk l-azzjonijiet li jeħtieġu kwalunkwe seta eżekuttiva;
- iii. Jimmaniġġja sistemi elettronici għal proċess tal-passiġġieri, li jinkludi l-Automated Border Control (ABC) Gates, E-Gates, Self-Service Kiosks (SSKs) u sistemi oħra;
- iv. Jimmaniġġja l-vjaġġaturi li jkunu reġistrati;
- v. Jitimbira dokumenti tal-ivjaġġar ta' persuni minn pajjiżi terzi skont il-codes u legalizzazzjonijiet;
- vi. Jieħu deċiżjonijiet ġustifikati ta' verifika fuq il-post minn fejn ġej il-vjaġġatur tal-UE, taż-Żona Ekonomika Ewropea u l-Isvizzera;
- vii. Iwettaq l-awtorizzazzjoni tal-kontroll tal-passiġġieri, fl-ewwel linja, fiż-żoni kollha tal-ajruport u tal-portijiet maritimi, inklużi dawk magħżula f'kategorizzazzjoni speċjali jew vjaġġaturi mill-Lounge CIP u Ministerjali fl-ajruport;
- viii. Jagħmel użu minn informazzjoni antiċipata dwar il-passiġġier (API) u s-sistema ta' Registru tal-ismijiet tal-Passiġġieri (PNR) u sistemi oħra meta jkunu fis-seħħ, jekk u meta jkun meħtieġ;
- ix. Jagħmel mistoqsijiet addizzjonali meħtieġa lill-passiġġieri dubjużi u jivverifika d-dokumenti tagħhom waqt il-kontrolli fil-gates u/jew kabini tal-immigrazzjoni;
- x. Iwettaq profil ta' passiġġieri li ġejjin minn destinazzjonijiet barra ż-żona Schengen u jinforma lill-uffiċjal anzjan fir-rigward ta' passiġġiera dubjużi;
- xi. Jippreserva kull evidenza meta jiġu identifikati każijiet li jirrikjedu iktar investigazzjonijiet, u jinforma lill-uffiċjal superviżur b'dan kollu;
- xii. Jirrispetta waqt il-qadi tax-xogħol, u jeżerċita d-dmirijiet kollha fejn tidhol il-protezzjoni tad-data u kif ukoll fejn jidhlu d-drittijiet fundamentali tal-bniedem;
- xiii. Jattendi u tipparteċipa fit-taħriġ li jingħatha kemm lokalment kif ukoll barra l-pajjiż;
- xiv. Jattendi barra l-pajjiż f'laqgħat kif ukoll f'operazzjonijiet tal-Aġenzija Ewropea għall-Kontroll tal-Fruntieri;
- xv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	<i>Ministry for Home Affairs, Security and Employment</i>
Job title	<i>Post of 1st Line Border Control Officer</i>

MINISTRY FOR HOME AFFAIRS, SECURITY AND EMPLOYMENT
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i Carries out all the verifications needed as First Line Border Control Officer as per Schengen Borders Code (SBC);
- ii Applies dispositions as per Act of Immigration, SBC and its Manual, Code of Visa and its Manual, sanctions against transporters and other local, EU, foreign legislations, except for those actions that require executive powers;
- iii Manage electronic systems for the process of the passengers, that include the Automated Border Control (ABC) Gates, E-Gates, Self-Service Kiosks (SSK) and other systems;
- iv Manages the passengers that are registered;
- v Stamps documents of the passengers from third world countries as per Codes and legislations;
- vi Takes justified decisions of verification of the origin of the place of the passenger; who comes from EU, European Economic Zone and Switzerland;
- vii Carries out control of the passengers as First Line Control Officer in all zones of the airport and maritime ports including those in special categories or travellers from Lounge CIP u Ministerial Airports;
- viii Makes use of anticipated information about the passenger (API) and the Passenger Name Record (PNR) and other systems that could be used or needed;
- ix Asks additional questions needed for the suspicious passengers and verifies their documents and controls the gates and/or cabins of immigration;
- x Completes the profile of passengers that are coming from destinations out of the Schengen area and informs the Senior Officials with regards to suspicious passengers;
- xi Keeps all evidence of suspicious cases that require further investigations and informs Senior Officials;
- xii Respects during the working hours and carried out all duties in relation to data protection and also fundamental rights of human beings.
- xiii Attends and participates in training that is provided both locally and out of the country;
- xiv Attends out of the country to meetings as well as attends for operations from the European Border and Coast Guard Agency;
- xv Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvii Any other duties as directed by the Principal Permanent Secretary.