

Anness A



MINISTERU GHALL-FINANZI
MAISON DEMANDOLS, 30
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Ministeru	<i>Ministeru għall-Finanzi</i>
L-impjeg	<i>Revenue Inspector Supervisor</i> fi hdan l-Amministrazzjoni tat-Taxxa u d-Dwana ta' Malta

Dmirijiet u Responsabbiltajiet

- i. Imexxi tim żgħir ta' *Revenue Inspectors* fl-eżekuzzjoni ta' dmirijietom;
- ii. Jissorvelja u jiggwida lil *Revenue Inspectors* fil-prestazzjoni ta' dmirijietom ta' kuljum, jiżgura li l-istandards u l-proċeduri huma osservati kif suppost;
- iii. Jikkordina u jiddistribwixxi x-xogħol fost *Revenue Inspectors*, jassisti fil-prijoritizzazzjoni tal-kompiti u jsegwi l-progress;
- iv. Joffri taħriġ, pariri u appoġġ lil *Revenue Inspectors*, speċjalment f'sitwazzjonijiet kumplessi jew każijiet ta' tilwim;
- v. Jivvaluta l-prestazzjoni tar-*Revenue Inspectors* u jirrapporta lill-amministrazzjoni dwar kwalunkwe kwistjoni jew titjib meħtieġ;
- vi. Jattendi u jirrappreżenta lill-Amministrazzjoni tat-Taxxi u Dwana ta' Malta f'laqgħat f'Malta u barra minn Malta u jattendi seduti tal-Qorti kif meħtieġ;
- vii. Jwettaq id-dmirijiet kollha ta' *Revenue Inspector* kif elenkati fil-pożizzjoni originali, inkluż żjarat u spezzjonijiet, kontrolli ta' konformità, investigazzjonijiet, rapportar, u rappreżentanza legali;
- viii. Jittratta korrisondenza u mistoqsijiet kif meħtieġ;
- ix. Kwalunkwe komputu ieħor kif ordnat mill-Kummissarju tat-Taxxa u d-Dwana, is-Segretarju Permanenti jew mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR FINANCE
MAISON DEMANDOLS, 30
SOUTH STREET, VALLETTA

Ministry	<i>Ministry for Finance</i>
Job title	<i>Revenue Inspector Supervisor within the Malta Tax and Customs Administration</i>

Duties and Responsibilities

- i. Manages a small team of Revenue Inspectors in the accomplishment of their duties;
- ii. Oversees and guides Revenue Inspectors in the performance of their daily duties, ensuring standards and procedures are properly followed;
- iii. Coordinates and distributes work among Revenue Inspectors, assists in task prioritization, and monitors progress;
- iv. Provides training, advice, and support to Revenue Inspectors, especially in complex situations or cases of dispute;
- v. Evaluates the performance of Revenue Inspectors and reports to management on any issues or improvements required;
- vi. Attends and represents the Malta Tax & Customs Administration in meetings in Malta and abroad and attend court proceedings as required;
- vii. Carries out all duties of a Revenue Inspector as listed in the original position, including site visits and inspections, compliance checks, investigations, reporting, and legal representation;
- viii. Handles correspondence and queries as required;
- ix. Any other tasks as delegated by the Commissioner for Tax and Customs, the Permanent Secretary and/or the Principal Permanent Secretary.