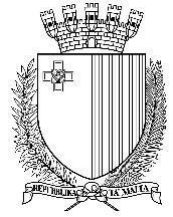


# Anness A



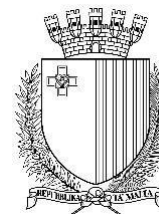
<b>Ministeru</b>	<i>Ministeru għall-Intern, is-Sigurta' u x-Xogħol</i>
<b>L-impjeg</b>	<i>Post ta' Senior Legal Officer</i>

MINISTERU GĦALL-INTERN, IS-SIGURTA' U X-XOGĦOL  
201 TRIQ ID-DEJQA VALLETTA, MALTA

## Dmirijiet u responsabbiltajiet

- i. Jipprovdi pariri legali awtorevoli lid-Dipartiment u kwalunkwe unità, sezzjoni, uffiċċju jew impjegat tiegħu dwar kwistjonijiet li jaqgħu fil-kompetenza tal-portafoll assenjat, inkluż iżda mhux limitat għal:
  - Strumenti legali tal-Unjoni Ewropea
  - Liġi Kriminali u tal-Immigrazzjoni
  - Liġijiet relatati mal-Protezzjoni tad-Data u l-Libertà ta' Informazzjoni; kwalunkwe kwistjoni relatata mal-amministrazzjoni pubblika u liġijiet relatati mal-liċenzji u permessi.
- ii. Jinterpreta l-leġiżlazzjoni, ir-regolamenti u l-istrumenti ta' politika, biex jiżgura li l-azzjonijiet tad-Dipartiment ikunu konformi mal-liġi Maltija u mal-prinċipji legali stabbiliti.
- iii. Ihejji opinjonijiet legali, noti, u gwida bil-miktub biex jappoġġja teħid ta' deċiżjonijiet infurmati mis-senior management, filwaqt li jirrevedi dokumentazzjoni ta' compliance biex jiżgura li miżuri ta' infurzar ikunu legalment sodi u proċeduralment korretti.
- iv. Jassisti fil-preparazzjoni ta' każijiet għal proċedimenti ġudizzjarji jew kwazi-ġudizzjarji, inkluż it-tnejjja ta' atti, applikazzjonijiet, twegħbiet u dokumenti oħra tal-qorti.
- v. Jirrappreżenta lid-Dipartiment, jew lill-Kap tad-Dipartiment, quddiem qorti u tribunali f'Malta u f'Għawdex kif meħtieġ.
- vi. Jikkoordina mal-avukati esterni, mal-Uffiċċju tal-Avukat Ġenerali u mal-Avukat tal-Istat sabiex jiġu kkoordinati strateġiji ta' litigazzjoni u jiġu żgurati pożizzjonijiet legali konsistenti.
- vii. Jwettaq riċerka legali komprensiva dwar il-leġiżlazzjoni, il-ġurisprudenza, il-liġi tal-UE u prattiki amministrattivi rilevanti għall-funzjonijiet tad-Dipartiment, filwaqt li jfassal, jirrevedi u jtejjeb dokumenti legali, ftehimiet, avvizi, formoli u strumenti oħra użati mid-Dipartiment.
- viii. Ihejji rapporti analitiċi, noti ta' taġħrif u memoranda biex jappoġġjaw l-iżvilupp tal-politika u l-proċessi amministrattivi.
- ix. Jikkollabora mal-Uffiċċju tal-Avukat Ġenerali, mal-Avukat tal-Istat u ma' entitajiet governattivi oħra dwar kwistjonijiet legali ta' interess komuni.
- x. Jipprovdi input legali waqt konsultazzjonijiet interdipartimentali, gruppi ta' ħidma u diskussjonijiet ta' politika, filwaqt li jiżgura li l-pożizzjonijiet tad-Dipartiment ikunu allinjati mal-qafas legali usa' tal-Gvern u l-obbligi tiegħu.
- xi. Jassisti lill-Uffiċċjali tal-Compliance fil-preparazzjoni u l-ġestjoni ta' azzjonijiet ta' infurzar, inkluż il-kompilazzjoni ta' evidenza u l-formulazzjoni ta' argumenti legali.
- xii. Jippartecipa f'programmi ta' taħriġ, konferenzi, seminars u laqgħat uffiċċjali, kemm lokalment kif ukoll barra minn Malta, biex iżomm u jtejjeb il-kompetenza professjonali.
- xiii. Jirrappreżenta lid-Dipartiment f'fora legali jew amministrattivi meta meħtieġ.
- xiv. Jwettaq kwalunkwe komputu addizzjonali li jista' jiġi assenjat b'mod raġonevoli mis-Superjur u li jaqa' fil-qafas tar-responsabbiltajiet professjonali tar-rwol.
- xv. Jwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xvi. Jwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Prinċipali.

# Annex A



<b>Ministry</b>	<i>Ministry for Home Affairs, Security and Employment</i>
<b>Job title</b>	<i>Post of Senior Legal Officer</i>

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

## Duties and responsibilities

- i. Provide authoritative legal advice to the Department and any of its units, sections, offices and employees on matters falling within the remit of the assigned portfolio, including but not limited to:
  - Legal instruments of the European Union
  - Criminal and Immigration Law;
  - Laws relating to Data Protection and Freedom of Information; relating to any matter public administration and Laws relating to licenses and permits.
- ii. Interpret legislation, regulations, and policy instruments, ensuring that departmental actions comply with Maltese law and established legal principles.
- iii. Prepare legal opinions, briefs, and written guidance to support informed decision-making by senior management whilst reviewing compliance documentation to ensure that enforcement measures are legally sound and procedurally correct.
- iv. Assist in the preparation of cases for judicial or quasi-judicial proceedings, including the drafting of pleadings, applications, replies, and other court documents.
- v. Represent the Department, or the Head of Department, before courts and tribunals in Malta and Gozo as required.
- vi. Liaise with external counsel, the Office of the Attorney General, and the State Advocate to coordinate litigation strategy and ensure consistent legal positions.
- vii. Conduct comprehensive legal research on legislation, case law, EU law, and administrative practices relevant to the Department's functions whilst drafting, reviewing, and refining legal documents, agreements, notices, forms, and other instruments used by the Department.
- viii. Prepare analytical reports, briefing notes, and memoranda to support policy development and administrative processes.
- ix. Collaborate with the Office of the Attorney General, the State Advocate, and other government entities on legal matters of shared interest.
- x. Provide legal input during interdepartmental consultations, working groups, and policy discussions whilst ensuring that departmental positions are aligned with broader government legal frameworks and obligations.
- xi. Assists Compliance Officers in the preparation and management of enforcement actions, including the compilation of evidence and the formulation of legal arguments.
- xii. Participates in training programmes, conferences, seminars, and official meetings, both locally and abroad, to maintain and enhance professional competence.
- xiii. Represent the Department in legal or administrative fora when required.
- xiv. Perform any additional tasks that may reasonably be assigned by the Superior and that fall within the scope of the role's professional responsibilities.
- xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary

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## Ministry for Home Affairs, Security and Employment

201, Strait Street, Valletta  
Telephone: 2568 - 9000