

# Anness A



<b>Ministeru</b>	<i>Ministeru għall-Intern, is-Sigurta' u x-Xogħol</i>
<b>L-impjeg</b>	<i>Post ta' Assistant Manager (Financial Investigations)</i>

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

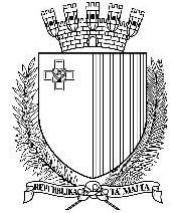
## Dmirijiet u responsabbiltajiet

Id-Dmirijiet ta' Assistant Manager (Investigazzjonijiet Finanzjarji) jinkludu:

- i. Jigbor data kemm minn entitajiet pubbliċi kif ukoll minn entitajiet privati;
- ii. Jorganizza u jikkategorizza id-data, inkluża informazzjoni mhux finanzjarja;
- iii. Janalizza tal-attivitajiet tranżazzjonali;
- iv. Jirrevedi data minn entitajiet pubbliċi;
- v. Jikkompila u jorganizza id-data biex jiġu prodotti rapporti komprensivi bil-konlużjonijiet;
- vi. Jissportja u jassisti lill-uffiċjal investigattiv każijiet assenjati;
- vii. Jirriċerka u jibqa' aġġornat dwar teknoloġiji ġodda u għodod tal-industrija;
- viii. Jagħmel taħriġ meħtieġ biex iżomm kompetenza ċertifikata f'diversi teknoloġiji, kemm lokalment kif ukoll internazzjonalment;
- ix. Jinvolvi ruħu fin-networking mal-partijiet interessati fl-industrija, is-servizzi finanzjarji, l-entitajiet governattivi, u aġenziji oħra tal-infurzar tal-liġi, kemm f'Malta kif ukoll barra;
- x. Jassisti fil-preparazzjoni ta' data analitika għal każijiet fil-qorti u li jattendi għas-seduti tal-qorti biex jipprovdi x-xhieda kif meħtieġ;
- xi. Jassisti fil-kompilazzjoni tal-istatistiċi tal-uffiċċju assenjat;
- xii. Janalizza r-rapporti investigati mill-uffiċjal investigattiv li jkun assenjat miegħu/magħha.
- xiii. Jitkellem mal-vittmi u x-xhieda tar-rapporti assenjati sabiex jakkwista aktar informazzjoni u jikkompila rapporti bil-miktub dwar is-sejbiet;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

<b>Ministry</b>	<i>Ministry for Home Affairs, Security and Employment</i>
<b>Job title</b>	<i>Post of Assistant Manager (Financial Investigations)</i>

## Annex A



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

### Duties and responsibilities

The Duties of an Assistant Manager (Financial Investigations) include:

- i. Collects data from both public and private entities;
- ii. Organizes and categorizes data, including non-financial information;
- iii. Analyses transactional activities;
- iv. Reviews data from public entities;
- v. Compiles and organizes data to produce comprehensive reports with findings;
- vi. Supports and assists the Investigating officer on assigned cases;
- vii. Researches and stays updated on new technologies and industry tools;
- viii. Undertakes necessary training to maintain certified expertise in various technologies, both locally and internationally;
- ix. Networking with stakeholders in the industry, financial services, government entities, and other law enforcement agencies, both in Malta and abroad;
- x. Assists in the preparation of analytical data for court cases and attends court sessions to provide evidence as required;
- xi. Assists in compiling the statistics of the assigned office;
- xii. Analyses the reports investigated by the investigating officer he/she is assigned with;
- xiii. Speaks with the victims and witnesses of the reports assigned to get more information and compiles written reports on the findings;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- 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.

