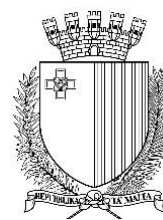


## Annex A

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



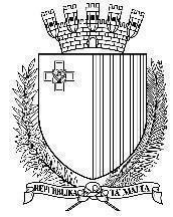
MINISTERU GĦALL-INTERN, IS-SIGURTA' U X-XOGĦOL  
201 TRIQ ID-DEJQ VALLETTA, MALTA

### Dmirijiet u responsabbiltajiet

- i. Jassisti lill-Uffiċjal inkarigat mis-sezzjoni fl-implimentazzjoni tal-programm ta' hidma;
- ii. Jaħdem f'kollaborazzjoni mill-qrib ma' kollegi oħra fi ħdan it-Taqsima stess kif ukoll id-diversi distretti/taqsimiet tad-Dipartiment tal-Pulizija;
- iii. Jassisti fil-ġbir tal-evidenza diġitali b' mod legalment ammissibli u jgħin biex tiġi evalwata r-rilevanza tagħha għal investigazzjonijiet kriminali;
- iv. Jgħin fis-sigurta' tas-sistemi tal-kompjuter u apparat diġitali sabiex ma jkunux jistgħu jiġu mbagħbsa;
- v. Iwettaq l-investigazzjonijiet tekniċi u jwettaq b' mod metikoluż ir-revizjoni tal-evidenza, l-identifikazzjoni, u d-dokumentazzjoni tas-sejbiet b' mod preċiż;
- vi. Jgħin biex titwettaq analiżi ta' log files u data simili biex jidentifika kull tip ta' materjal u jinterpreta attivitajiet suspettużi. Ukoll jassisti biex jitwettqu investigazzjonijiet tekniċi fir-rigward ta' każijiet investigati mil-Korp tal-Pulizija;
- vii. Jassisti biex tiġi ppreżentata sejba ta' incidenti kurrenti lill-uffiċjali investigattivi;
- viii. Jassisti f'intervisti biex jiskopri u jivverifika l-informazzjoni;
- ix. Jassisti biex jithejjew rapporti tekniċi għall-każijiet tal-Qorti u jattendi sessjonijiet tal-Qorti meta jkun meħtieġ biex jipprovdi evidenza f'każijiet assenjati;
- x. Jgħin biex titwettaq riċerka u jipparteċipa fi proġetti maħsuba biex jiżviluppaw kapaċitajiet godda fi ħdan is-sezzjoni u jgħin biex tithejja u jassisti fit-taħriġ tekniku fil-qasam ta' Cyber Crime;
- xi. Jattendi laqgħat u taħriġ mal-partijiet ikkonċernati rilevanti f'Malta jew barra mil-l-pajjiż;
- xii. Iżżomm aġġornat mal-metodi u l-iżviluppi ta' cyber crime li qed jevolvu fi ħdan il-qasam;
- xiii. Jassigura li l-vittmi kollha ta' każijiet ta' Cyber Crime huma ggwidati w meġhuna kif support;
- xiv. Jgħin finizjattivi ta' prevenzjoni tal-kriminalità u jgħin f'xogħol amministrattiv;
- xv. Kunsiderazzjoni kbira għall-privatezza, is-salvagwardja ta' informazzjoni sensittiva u ż-żamma tal-integrità tal-investigazzjoni;
- xvi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xviii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

## Annex A

<b>Ministry</b>	<i>Ministry for Home Affairs, Security and Employment</i>
<b>Job title</b>	<i>Assistant Manager (Digital Crime Analysis)</i>



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

### Duties and responsibilities

- i. Assists the officer in charge of the Unit in implementing the work programme;
- ii. Works in close collaboration with other colleagues within the Unit itself as well as the Police Department's various districts/sections;
- iii. Assists in the collection of digital evidence in a legally admissible way and identifies evidence for its relevance to criminal investigations;
- iv. Helps in securing computer systems and digital devices so that they cannot be tampered with;
- v. Carries out technical investigations and meticulous in reviewing evidence, identifying patterns, and documenting findings accurately.
- vi. Helps in performing analysis of log files, similar data, to identify any material and interpret suspicious activities. Also assists in carrying out technical investigations in relation to investigation within the Malta Police Force;
- vii. Assists in presenting findings of ongoing incidents to investigating officers;
- viii. Assists in interviews to uncover and verify information;
- ix. Helps in the preparation of technical reports for court cases and attends court sessions when required to provide evidence in assigned cases;
- x. Helps in conducting research and participate in projects intended to develop new capabilities within the unit and helps in the preparation and assists in delivering technical training in the area of Cyber Crime;
- xi. Attends meetings and training with relevant stakeholders in Malta or abroad;
- xii. Keeps abreast with evolving cyber-crime methods and developments within the field;
- xiii. Ensure that all victims of cyber crime cases are properly assisted and guided;
- xiv. Assists in crime prevention initiatives and assists in administrative work;
- xv. High regard for privacy, safeguarding sensitive information and maintaining the integrity of the investigation;
- xvi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xviii. Any other duties as directed by the Principal Permanent Secretary.