

Anness A

Entità	<i>Ministeru għall-Inklużjoni u l-Volontarjat</i>
It-titlu tal-impjeg	<i>Registrar of the Guardianship Board</i>



GVERN TA' MALTA
MINISTERU GĦALL-INKLUŻJONI
U L-VOLONTARJAT

Dmirijiet u responsabbiltajiet

- i. Jaġixxi bħala l-uffiċjal amministrattiv prinċipali tal-Bord u jiżgura t-tmexxija effettiva tal-operat ta' kuljum tal-Uffiċċju tal-Bord.
- ii. Jorganizza u jikkoordina laqgħat u seduti tal-Bord, inkluża t-tnejnija tal-aġendi, id-dokumentazzjoni u r-rekords uffiċjali.
- iii. Ihejji d-dokumentazzjoni meħtieġa għal seduti u laqgħat tal-Bord u jipprovdi appoġġ amministrattiv waqt dawn il-proċedimenti.
- iv. Jipprovdi appoġġ amministrattiv u proċedurali lill-membri tal-Bord sabiex jiġi ffaċilitat teħid ta' deċiżjonijiet infurmati u f' waqthom.
- v. Jamministra u jimplementa l-funzjonijiet statutorji u regolatorji fdati lill-Bord, skont il-ligijiet u r-regolamenti applikabbli.
- vi. Jiżgura li l-azzjonijiet, id-deċiżjonijiet u l-proċeduri kollha tal-Bord jitwettqu f'konformità sħiħa mal-qafas legali rilevanti.
- vii. Jirċievi, jeżamina u jipproċessa l-applikazzjonijiet sottomessi lill-Bord, jiżgura l-kompletezza tagħhom u jitlob kjarifiki fejn meħtieġ.
- viii. Iżomm u jamministra r-registri, ir-rekords u d-databases uffiċjali, filwaqt li jiżgura l-eżattezza, il-kunfidenzjalità u l-ġestjoni xierqa kemm tal-fajls fiżiċi kif ukoll dawk elettronici.
- ix. Ihejji sommarji tal-każijiet, rapporti u dokumentazzjoni ta' appoġġ għall-konsiderazzjoni tal-Bord.
 - x. Jfassal u johroġ korrispondenza uffiċjali, inklużi notifikazzjonijiet tad-deċiżjonijiet tal-Bord, awtorizzazzjonijiet u talbiet għal aktar informazzjoni.
 - xi. Jamministra l-ġuramenti u jwettaq kwalunkwe att formali meħtieġ mil-ligi fir-rigward ta' rapporti jew sottomissjonijiet magħmula lill-Bord.
- xii. Jaġixxi bħala l-punt ta' kuntatt prinċipali bejn il-Bord u l-pubbliku, u jwieġeb għal mistoqsijiet b' mod professjonali, imparzjali u sensitiv.
- xiii. Jikkollega ruħu ma' gwardjani, applikanti, professjonisti, entitajiet governattivi u partijiet interessati oħra sabiex jiġi ffaċilitat it-twettiq effettiv tal-funzjonijiet tal-Bord.
- xiv. Iġbor u jissottometti rapporti interni u esterni kif mitlub mill-Bord jew mill-awtorità superviżorja.
- xv. Jiżgura li l-istandards ta' żamma tad-dokumenti, protezzjoni tad-data u kunfidenzjalità jiġu osservati f'kull ħin.
- xvi. Jikkoordina u jissorvelja x-xogħol tal-persunal amministrattiv fl-Uffiċċju tal-Bord.
- xvii. Jiżgura l-kontinwità tal-operat u jindirizza kwalunkwe ħtieġa amministrattiva jew proċedurali emergenti sabiex tinżamm l-effiċjenza tal-uffiċċju.
- xviii. Jwettaq kwalunkwe dmir ieħor li jista' jiġi assenjat mill-Bord jew li jkun meħtieġ skont il-ħtiġijiet tas-Servizz Pubbliku.
- xix. Jippromwovi l-Att dwar il-Kustodja mal-pubbliku ġenerali, kif meħtieġ.
- xx. Kwalunkwe dmir ieħor hekk kif odnat mis-Segretarju Permanenti Ewlieni.

Annex A

Entity	<i>Ministry for Inclusion and the Voluntary Sector</i>
Job title	<i>Registrar of the Guardianship Board</i>



GVERN TA' MALTA
MINISTERU GĦALL-INKLUŻJONI
U L-VOLONTARJAT

Duties and responsibilities

- i. Acting as the principal administrative officer of the Board and ensuring the effective day-to-day operation of the Board's office.
- ii. Organising and coordinating Board meetings and hearings, and the preparation of agendas, documentation, and official records.
- iii. Preparing documentation for Board hearings and meetings and providing administrative support during such proceedings.
- iv. Providing administrative and procedural support to Board members to facilitate informed and timely decision-making.
- v. Administering and implementing the statutory and regulatory functions entrusted to the Board in accordance with applicable legislation and regulations.
- vi. Ensuring that all actions, decisions, and procedures of the Board are carried out in full compliance with the relevant legal framework.
- vii. Receiving, vetting, and processing applications submitted to the Board, ensuring completeness and requesting clarifications where necessary.
- viii. Maintaining official registers, records, and databases, ensuring accuracy, confidentiality, and proper management of both physical and electronic files.
- ix. Preparing case summaries, reports, and supporting documentation for consideration by the Board.
- x. Drafting and issuing official correspondence, including notifications of Board decisions, authorisations, and requests for additional information.
- xi. Administering oaths and carrying out any formal acts required by law in relation to reports or submissions made to the Board.
- xii. Acting as the primary point of contact between the Board and the public, responding to enquiries in a professional, impartial, and sensitive manner.
- xiii. Liaising with guardians, applicants, professionals, government entities, and other stakeholders to facilitate the effective discharge of the Board's functions.
- xiv. Compiling and submitting internal and external reports as required by the Board or supervising authority.
- xv. Ensuring proper document retention, data protection, and confidentiality standards are upheld at all times.
- xvi. Coordinating and overseeing the work of administrative staff within the Board's office.
- xvii. Ensuring continuity of operations and addressing emergent administrative or procedural exigencies to maintain the efficient functioning of the office.
- xviii. Carrying out any other duties as may be assigned by the Board or required by the exigencies of the Public Service.
- xix. Promoting the Guardianship Act with the general public as required
- xx. Any duties as directed by the Principal Permanent Secretary.