

Anness A



L-impjieg	<i>Second Secretary</i>
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MINISTERU GĦALL-AFFARIJJIET BARRANIN U T-TURIŻMU
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

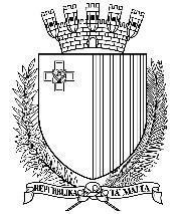
- i) Preparazzjoni ta' *briefs*, rapporti, *analytical* u *background papers*, kif ukoll riċerka fuq l-attivitajiet tal-Ministeru għall-Affarijiet Barranin u t-Turiżmu;
- ii) Dmirijiet ta' rappreżentanza, f'Malta u barra, bil-għan li tintlaħaq il-politika barranija ta' Malta. Dan jinkludi partecipazzjoni f'laqgħat u konferenzi b'attitudni ta' flessibilità u disponibilità f'dan irrigward;
- iii) Hidma b'konnessjoni mat-tishih tar-relazzjonijiet ekonomiċi u kummerċjali ta' Malta ma' pajjiżi oħra;
- iv) Dmirijiet konsolari bil-għan li jiġu mharsa l-interessi taċ-ċittadini Maltin barra minn Malta;
- v) Dmirijiet ta' amministrazzjoni u koordinazzjoni, inkluż xogħol ta' *accounts* u riżorsi umani, kemm fl-Uffiċċju Ewlieni kif ukoll f'Missjonijiet barra minn Malta;
- vi) Ikun mistenni li jagħmel xogħol għal xi perjodu matul is-sena bħala *Duty Officer Roster On-call Service* kemm waqt li jkun fil-Ministeru f'Malta kif ukoll waqt is-servizz barra l-pajjiż;
- vii) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- viii) Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Corporate Services Directorate

Ministry for Foreign Affairs and Tourism, 331, Allied House, St. Paul Street, Valletta
Email: recruitment.foreign@gov.mt

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Job title	<i>Second Secretary</i>
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MINISTRY FOR FOREIGN AFFAIRS AND TOURISM
PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

Duties and responsibilities

Nomenclatures denoting the male gender include also the female gender.

- i) Preparing briefs, reports, analytical and background papers, and undertaking research in support of the activities of the Ministry for Foreign and Affairs and Tourism;
- ii) Carrying out representational duties, in Malta and overseas, in the pursuit of Malta's foreign policy objectives, including participation in conferences and meetings, demonstrating flexibility and availability in this respect;
- iii) Undertaking activities for the promotion of Malta's commercial and economic relationships with other countries;
- iv) Performing consular duties to assist and protect the interests of Maltese citizens abroad;
- v) Carrying out administrative and coordinative duties including Financial and Human Resources work, at Head Office or in the Missions overseas;
- vi) Would need to commit himself to serve on the periodical Duty Officer Roster On-Call Service in the course of year whilst serving at the Ministry or overseas as required;
- vii) Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- viii) Any other duties as directed by the Principal Permanent Secretary.

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