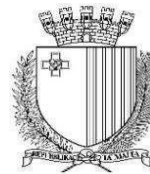


Ministeru	Ministeru għall-Intern u s-Sigurta`
L-Imjeg	Post ta' Assistant Manager (ETIAS)



MINISTERU GHALL-INTERN U S-SIGURTA'

35, TRIQ IL-FORN L-ANTIK, VALLETTA

Dmirijiet u Responsabbiltajiet

L-Assistant Manager se jkun qiegħed jappoġġja x-xogħol operattiv tal-Unità Nazzjonali ETIAS, u joffri li:

- i. Jassisti fl-eżami ta' applikazzjonijiet riferuti għall-ipproċessar manwali.
- ii. Jirreġistra l-azzjonijiet u deċiżjonijiet fil-files tal-applikazzjonijiet.
- iii. Jgħati garanzija dwar l-eżattezza tad-data u l-konformità.
- iv. Jappoġġja fl-ħruġ ta' awtorizzazzjonijiet ta' validità territorjali limitata.
- v. Jassisti fir-rikjesti ta' konsultazzjoni ma' Unitajiet Nazzjonali ETIAS oħra u ma' Europol.
- vi. Jforni informazzjoni lill-applikanti dwar il-proċeduri ta' appell.
- vii. Jappoġġja fil-proċeduri ta' annullament u revoka.
- viii. Jassisti lill-Maniġers I u II fl-operazzjonijiet ta' kuljum.
- ix. Iħejji rapporti u dokumentazzjoni amministrattiva.
- x. Jimplimenta taħriġ u proċeduri ġodda.
- xi. Jeżegwixxi dmirijiet assenjati mill-maniġment.
- xii. Ikollu ħiliet amministrattivi u organizzattivi b'saħħithom.
- xiii. Ikollu abbiltajiet tajbin fl-analiżi u l-immaniġġjar tad-dejta.
- xiv. Ikun kapaċi li jsegwi proċeduri u jżomm l-eżattezza.
- xv. Ikollu ħiliet tajbin ta' komunikazzjoni u xogħol f'tim.
- xvi. Ilkun kapaċi li jittratta informazzjoni sensittiva b'mod responsabbli.
- xvii. Ikun disponibbli li wieħed jgħaddi minn taħriġ u jadatta għal proċeduri li qed jevolvu.
- xviii. Iwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xix. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Prinċipali.



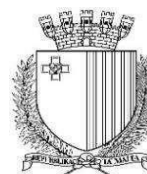
Ministry for Home Affairs and Security

35, Old Bakery Street

Valletta

Telephone: +356 25689335

Ministry	Ministry for Home Affairs and Security
Job title	Post of Assistant Manager (ETIAS)



MINISTRY FOR HOME AFFAIRS AND SECURITY
35, OLD BAKERY STREET, VALLETTA

Duties and Responsibilities

The Assistant Manager will support the operational work of the ETIAS National Unit, and will:

- i. Assist in examining applications referred for manual processing.
- ii. Record actions and decisions in application files.
- iii. Ensure data accuracy and compliance.
- iv. Support the issuance of limited territorial validity authorisations.
- v. Assist in consultation requests with other ETIAS National Units and Europol.
- vi. Provide applicants with information on appeal procedures.
- vii. Support annulment and revocation procedures.
- viii. Assist Managers I and II in their daily operations.
- ix. Prepare reports and administrative documentation.
- x. Implement training and new procedures.
- xi. Carry out duties assigned by management
- xii. Have strong administrative and organisational skills.
- xiii. Have good analytical and data-handling abilities.
- xiv. Able to follow procedures and maintain accuracy.
- xv. Possess good communication and teamwork skills.
- xvi. Able to handle sensitive information responsibly.
- xvii. Willing to undergo training and adapt to evolving procedures.
- xviii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xix. Perform any other duties as directed by the Principal Permanent Secretary.



Ministry for Home Affairs and Security
35, Old Bakery Street
Valletta
Telephone: +356 25689335