

## Annex A

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



MINISTERU GHALL-INTERN U S-SIGURTA'

35, TRIQ IL-FORN L-ANTIK, VALLETTA

### Dmirijiet u Responsabbiltajiet

Manager I (ETIAS) se jkun qiegħed jappoġġja x-xogħol operattiv tal-Unità Nazzjonali ETIAS, u joffri li:

- i. Jeżamina u jiddeċiedi fuq applikazzjonijiet riferuti għall-ipproċessar manwali.
- ii. Jirreġistra l-azzjonijiet u d-deċiżjonijiet fil-fajls tal-applikazzjonijiet.
- iii. Jiżgura l-eżattezza tad-dejta u l-konformità mar-regolamenti.
- iv. Joħroġ awtorizzazzjonijiet ta' validità territorjali limitata fejn ikun delegat.
- v. Jikkoordina rikjesti ta' konsultazzjoni ma' Unitajiet Nazzjonali ETIAS oħra u ma' Europol.
- vi. Jipprovdi lill-applikanti informazzjoni dwar il-proċeduri ta' appell.
- vii. Jannulla u jreġġa' lura awtorizzazzjonijiet ta' vjaġġar.
- viii. Jissorvelja lill-Assistent Maniġers u lill-uffiċjali.
- ix. Jappoġġja r-rappurtar, l-ippjanar u l-koordinazzjoni operattiva.
- x. Jimplimenta istruzzjonijiet u taħriġ.
- xi. Jeżegwixxi dmirijiet assenjati mill-maniġment anzjan.
- xii. Ikollu hili b'saħħithom fl-organizzazzjoni u l-ġestjoni operattiva.
- xiii. Ikollu abbiltajiet tajbin fl-analiżi u s-soluzzjoni tal-problemi.
- xiv. Jista' jinterpreta regolamenti u japplika proċeduri.
- xv. Ikollu hili b'saħħithom ta' komunikazzjoni u xogħol f'tim.
- xvi. Jista' jaħdem b'dejta sensittiva u jżomm il-kunfidenzjalità.
- xvii. Jista' jaħdem taħt pressjoni u jilhaq skadenzi.
- xviii. Jwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xix. Jwettaq kwalunkwe dmir ieħor kif dirett mis-Segretarju Permanenti Ewlieni.



**Ministry for Home Affairs and Security**

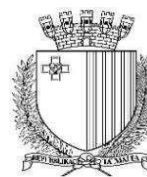
35, Old Bakery Street

Valletta

Telephone: +356 25689335

## Annex A

|           |                                        |
|-----------|----------------------------------------|
| Ministry  | Ministry for Home Affairs and Security |
| Job title | Post of Manager I (ETIAS)              |



MINISTRY FOR HOME AFFAIRS AND SECURITY

35, OLD BAKERY STREET, VALLETTA

### **Duties and Responsibilities**

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

- i. Examine and decide on applications referred for manual processing.
- ii. Record actions and decisions in application files.
- iii. Ensure data accuracy and compliance.
- iv. Issue limited territorial validity authorisations where delegated.
- v. Coordinate consultation requests with other ETIAS National Units and Europol.
- vi. Provide applicants with information on appeal procedures.
- vii. Annuls and revokes travel authorisations.
- viii. Supervise Assistant Managers and officers.
- ix. Supports reporting, planning, and operational coordination.
- x. Implements instructions and training.
- xi. Carries out duties assigned by senior management.
- xii. Have strong organisational and operational management skills.
- xiii. Have good analytical and problem-solving abilities.
- xiv. Able to interpret regulations and apply procedures.
- xv. Possess strong communication and teamwork skills.
- xvi. Able to work with sensitive data and maintain confidentiality.
- xvii. Able to work under pressure and meet deadlines.
- 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