Anness A

L-impjieg	*Research Analyst (Relazzjonijiet Esterni)*

MINISTERU GĦALL-AFFARIJIET BARRANIN U EWROPEJ
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

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

Ir-Research Analyst ikun ta' sostenn għat-Taqsima Relazzjonijiet Esterni fi ħdan ir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea (PREU) kif ukoll lill-bqija tat-tim tar-Rappreżentanza. Ir-Research Analyst jirrapporta direttament lir-Rappreżentant Permanenti ta' Malta għall-Unjoni Ewropea u huwa mistenni li juri l-kapaċità li jaħdem b'mod indipendenti (b'konformità mal-proċeduri interni rilevanti tal-Gvern u tar-Rappreżentanza). Ir-Research Analyst jappoġġja l-ħidma tar-Rappreżentant tal-Kumitat Politiku u ta' Sigurtà (KPS) fi ħdan ir-Rappreżentanza Permanenti. Ir-Research Analyst jikkontribwixxi wkoll għaċ-ċiklu għat-tħejjijiet u s-segwitu għal-laqgħat tal-Kunsill Affarijiet Barranin. Ir-Research Analyst hu responsabbli li jipprovdi pariri lir-Rappreżentant Permanenti u lill-entitajiet oħra Governattivi u li jikkoordina kull ħidma u jsegwi kwalunkwe kwistjoni teknika relatata primarjament mal-aspetti vasti tal-oqsma ġeografiċi jew tematiċi tal-PESK tal-Unjoni Ewropea fil-qasam/oqsma li jingħata responsabbiltà għalihom fi ħdan ir-Rappreżentanza Permanenti u ta' kull qasam ieħor li għalih jingħata responsabbiltà. Ir-Research Analyst huwa ukoll responsabbli li jżomm aġġornat lir-Rappreżentant Permanenti fi kwalunkwe kwistjoni rilevanti fl-oqsma li tagħhom huwa responsabbli. Il-kandidat irid ikollu l-isfond meħtieġ biex jifhem il-kumplessitajiet u jagħti rispons lura dwar kwistjonijiet diversi marbuta mal-acquis relatat mal-qasam li għalih huwa responsabbli, kif ukoll biex iressaq il-pożizzjoni ta' Malta bil-għan li din titqies b'mod adegwat mill-Istituzzjonijiet, il-Korpi u l-Aġenziji tal-UE fil-kontribuzzjonijiet rilevanti tagħhom, inkluż fil-proposti leġiżlattivi jew dokumenti bħall-konklużjonijiet tal-Kunsill.

Din id-Deskrizzjoni tal-Pożizzjoni hija indikattiva tal-kompiti u r-responsabbiltajiet.

Qasam Estern

i. Jirrappreżenta lil Malta fil-laqgħat tal-korpi preparatorji tal-Kunsill kif mitlub, fil-laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u fil-Kumitati tal-Komitoloġija kif mitlub, kif ukoll ġo fora oħra tal-UE kif meħtieġ; li jressaq il-pożizzjoni ta' Malta f'dawn il-laqgħat u li jipparteċipa f'diskussjonijiet hekk kif ikun iddettaljat fin-Noti ta' Istruzzjoni li għalihom ir-Research Analyst irid ikun jista' jikkontribwixxi wkoll;
ii. Jikteb u jibgħat ir-rapporti ta' dawn il-laqgħat immedjatament wara li jintemmu l-laqgħat u dan f'konformità mal-Lista ta' Distribuzzjoni approvata, kif ukoll li jiġbed l-attenzjoni, bit-telefon jew messaġġ, dwar kwistjonijiet ta' importanza immedjata, lill-Ministeru kkonċernat, lid-Dipartiment ta' Koordinazzjoni tal-UE u lill-Kabinett tar-Rappreżentant Permanenti;
iii. Isegwi/*Shadowing*/Jagħti appoġġ (skont il-każ) il-laqgħat ta' Gruppi ta' Ħidma u Kumitati tal-Kunsill kif dettaljat, kif ukoll laqgħat tal-Gruppi ta' Ħidma tal-Kummissjoni u tal-Kumitati tal-Komitoloġija li huma relevanti għall-qasam ta' responsabbiltà ta' din il-pożizzjoni, u li għalihom jattendu uffiċjali minn Malta;
iv. Isegwi, u jirapporta lura, dwar il-ħidma u l-iżviluppi fid-diversi Istituzzjonijiet, Korpi u Aġenziji tal-UE kif ukoll fi Stati Membri fil-qasam li tiegħu jkun responsabbli u jinvolvi ruħu b'mod attiv ma' rappreżentanti ta' Stati Membri oħra, is-Segretarjat tal-Kunsill, kif ukoll il-Kummissjoni, il-Parlament Ewropew u Istituzzjonijiet, Korpi u Aġenziji, biex titressaq il-pożizzjoni ta' Malta, kif meħtieġ;

v. Jikkoordina s-segwitu ta’ kull kwistjoni li tista’ tinqala’ fil-laqgħat hawn fuq imsemmija/rapporti/jew proposti kif meħtieġ, kemm mat-taqsimiet l-oħra tar-Rappreżentanza Permanenti kif ukoll mal-istrutturi kkonċernati tal-Gvern f'Malta;
vi. Jipparteċipa fil-Kunsill u f'laqgħat oħra Ministerjali relatati mal-UE, fil-laqgħat tal-COREPER kif ukoll f'kull laqgħa li ssir fil-marġini kif meħtieġ u dan għal dawk il-kwistjonijiet/suġġetti relatati mal-qasam ta’ responsabbiltà ta’ din il-pożizzjoni;
vii. Jikkompila u jibgħat rapporti f’waqthom ta’ laqgħat imsemmija f’(vi) immedjatament wara li tintemm id-diskussjoni fuq tali suġġett skont il-proċeduri stabbiliti;
viii. Jieħu l-inizjattiva biex jiġu organizzati laqgħat b’mod regolari ma’ kontropartijiet jew ma’ rappreżentanti oħra mill-Istati Membri l-oħra, mill-Kunsill, mill-Kummissjoni, mill-Parlament Ewropew u minn Istituzzjonijiet, Korpi u Aġenziji tal-UE oħra sabiex jissaħħu l-kuntatti ta’ Malta u jiġu żviluppati kuntatti produttivi li jħallu l-frott, ma’ Stati Membri oħra u mal-Istituzzjonijiet, l-Korpi u l-Aġenziji l-oħra kollha tal-UE bil-ħsieb li jiġi żgurat li l-pożizzjoni ta’ Malta tkun mifhuma, apprezzata u meqjusa;
ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti.

Qasam Intern

i. Isegwi, kuljum, dawk il-kwistjonijiet li jaqgħu taħt il-qasam/oqsma ta’ responsabbiltà ta’ din il-pożizzjoni, partikolarment dawk li huma ta’ tħassib partikolari għal Malta u jirraporta dwar dawn;
ii. Isegwi u jżomm rekord tal-iskadenzi interni u barranin relatati mal-qasam/oqsma ta’ responsabbiltà ta’ din il-pożizzjoni u jżomm kuntatt mat-Taqsimiet rilevanti fir-Rappreżentanza Permanenti kif ukoll mal-istrutturi tal-Gvern xierqa f'Malta, sabiex jiġi assigurat li dawn l-iskadenzi jintlaħqu b'mod f'waqtu u b’mod effiċjenti;
iii. Iżomm rekord tal-iżviluppi relatati mal-qasam/oqsma ta’ responsabbiltà ta’ din il-pożizzjoni, jiġbor u jiskrutinja dokumentazzjoni relevanti maħruġa mill-Istituzzjonijiet tal-UE u fora oħra tal-UE, kif ukoll rapporti tal-midja u jibgħat kwalunkwe dokumentazzjoni, informazzjoni u pariri meħtieġa lir-Rappreżentant Permanenti u uffiċjali oħra (fi Brussell jew ibbażati f’Malta) kif xieraq;
iv. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni ta’ kull eżerċizzju ta’ ġbir ta’ informazzjoni;
v. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni tad-*dossiers* u notamenti meħtieġa għal-laqgħat tal-COREPER II, COREPER I u PSC, kif ukoll kwalunkwe laqgħa oħra tar-Rappreżentant Permanenti;
vi. Jipprovdi kontribut lill-Ministeru konċernat għall-kumpilazzjoni tad-*dossiers* u notamenti meħtieġa għall-Kunsill u għal-laqgħat Ministerjali oħra relatati mal-UE;
vii. Tħejjija ta’ *Briefing* u *Background Notes* kif ukoll *Instruction Notes* u *Speaking Notes* relatati mal-qasam ta’ responsabbiltà ta’ din il-pożizzjoni kif u meta jkun meħtieġ;
viii. Jiġi assigurat illi l-proċeduri rilevanti jiġu segwiti skont il-linji gwida stabbiliti/manwali speċifiċi tas-Servizz Pubbliku Malti u tar-Rappreżentanza Permanenti;
ix. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti;
x. Kwalunkwe dmir ieħor hekk kif orndat mis-Segretarju Permanenti Ewlieni.

Annex A

Job title	*Research Analyst (External Relations)*

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS

PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

Duties and responsibilities

Nomenclatures denoting the male gender also include the female gender.

The Research Analyst supports the work of the External Relations Unit within the Permanent Representation of Malta to the European Union (PREU) and the wider PREU team. The Research Analyst reports directly to the Permanent Representative of Malta to the European Union and must be able to work independently (in line with the relevant Government and PREU internal procedures). The Research Analyst supports the work of the Political and Security Committee (PSC) Representative within the Permanent Representation. The Research Analyst also contributes to the cycle of preparations and follow-up to Foreign Affairs Council meetings. The Research Analyst is responsible for providing advice to the Permanent Representative and to other relevant entities within the Government, as well as coordinating any tasks and following any issues relating primarily to the geographic or thematic areas of CFSP that he is responsible for, as well as any other area of responsibility assigned to him within the PREU. The Research Analyst is also responsible for keeping the Permanent Representative abreast of any relevant issues in the area of responsibility. The candidate must have the necessary background to understand the complexities and provide feedback on the different issues stemming from the EU *acquis* related to the area of responsibility, as well as to put forward Malta's position to have it adequately taken into account by EU Institutions, Bodies, and Agencies in their relevant contributions, including in legislative proposals as well as documents such as Council Conclusions.

This Position Description is indicative of the tasks and responsibilities.

External

i. Representing Malta in meetings of the Council preparatory bodies as detailed, Commission Working Group and Comitology Committee meetings as detailed as well as in other EU fora as required; putting forward Malta's position in such meetings and participating in discussions in accordance with the Instruction Notes to which the Research Analyst must also be able to contribute;
ii. Compiling and sending reports of such meetings immediately after the completion of the meeting in line with the approved Distribution List as well as alerting, by telephone/message, the Ministry concerned, the EU Coordination Department and the Permanent Representative in the event of immediate issues;
iii. Following/Shadowing/Supporting (as the case may be) Council Working Party and Committee meetings as detailed, as well as Commission Working Group and Comitology Committee meetings that are relevant to this position's area of responsibility, which are attended by officers from Malta;
iv. Following up and reporting on the work and developments related to the relevant policy area in the various EU Institutions, Bodies and Agencies and in other Member States, as well as engaging actively with representatives of other Member States, the Council Secretariat as well as the Commission, European Parliament and other EU Institutions, Bodies and Agencies to put forward Malta's position as required;
v. Coordinating the follow-up of any issues arising at the above-mentioned meetings/reports/proposals as required, both with the other units of the Permanent Representation

as well as with the appropriate Government structures in Malta;

vi. Participating in the Council and other EU-related Ministerial meetings, COREPER meetings as well as any meetings held in the margins as required for those items related to this position's area of responsibility;
vii. Compiling and sending timely reports of the meetings referred to in (vi) immediately after the completion of the meeting according to established procedures;
viii. Taking the initiative to set up and hold regular meetings with counterparts from, or representatives of the other Member States, the Council, Commission, European Parliament and other EU Institutions, Bodies and Agencies in order to strengthen Malta's contacts and develop fruitful and productive networks with other Member States and all the other EU Institutions, Bodies and Agencies with a view to ensuring that Malta's position is understood, appreciated and taken on board;
ix. Any other task assigned by the Permanent Representative.

Internal

i. Following, on a daily basis, items falling under this position's area/s of responsibility, particularly those which are of particular concern to Malta and reporting on these;
ii. Following up and keeping track of internal and external deadlines related to this position's area/s of responsibility and liaising with the relevant Units within the Permanent Representation as well as with the appropriate Government structures in Malta, in order to ensure that these deadlines are met in a timely and efficient manner;
iii. Keeping track of developments related to this position's area/s of responsibility, collating and scrutinising relevant documentation issued by the EU institutions and other EU fora as well as media reports and forwarding any necessary documentation, information and advice to the Permanent Representative and other officers (Brussels or Malta-based) as appropriate;
iv. Providing input, as required, to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of any data collation exercise;
v. Providing input to the Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of the necessary dossiers and briefs, COREPER II, COREPER I and PSC meetings, as well as any other meetings of the Permanent Representative;
vi. Providing input to the Ministry concerned for the compilation of the necessary dossiers and briefs for Council and other EU-related Ministerial meetings;
vii. Drawing up Briefing and Background Notes as well as Instruction Notes and Speaking Notes related to this position's area of responsibility as and when required;
viii. Ensuring relevant procedures are followed as per standard/specific manual/s guidelines of the Maltese Public Service and the Permanent Representation;
ix. Any other task assigned by the Permanent Representative;
x. Any other duties as directed by the Principal Permanent Secretary.