

Annex A

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



MINISTERU GĦALL-INTERN U S-SIGURTA`

35, TRIQ IL-FORN L-ANTIK, VALLETTA

Dmirijiet u Responsabbiltajiet

Il-Manager II (ETIAS) se jmxexxi l-Unità Nazzjonali ETIAS u jiżgura konformità mal-Artikolu 8 tar-Regolament ETIAS. Fost oħrajn, il-Manager II (ETIAS) se:

- i. Jissorvelja u jiddeċiedi fuq applikazzjonijiet riferuti għall-ipproċessar manwali.
- ii. Jiżgura li l-kompiti u d-deċiżjonijiet kollha jiġu rreġistrati fil-fajls tal-applikazzjonijiet.
- iii. Jiżgura l-eżattezza tad-data u konformità mar-Regolament.
- iv. Johroġ awtorizzazzjonijiet ta' vjaġġar b'validità territorjali limitata.
- 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 jregġa' lura awtorizzazzjonijiet ta' vjaġġar.
- viii. Jissorvelja lill-persunal, jiżgura standards ta' kwalità u jimmaniġġja x-xogħol operattiv.
- ix. Jirrappreżenta lill-Unità f'laqgħat nazzjonali u tal-UE.
- x. Jimplimenta istruzzjonijiet u taħriġ mogħti fil-livell tal-UE jew nazzjonali.
- xi. Jwettaq dmirijiet addizzjonali assenjati mill-manigment anzjan.
- xii. Ikollu ħiliet b'saħħithom ta' tmexxija u teħid ta' deċiżjonijiet.
- xiii. Ikollu abbiltajiet eċċellenti fl-analiżi u l-gudizzju.
- xiv. Jista' jinterpreta u japplika Regolamenti tal-UE.
- xv. Jippossiedi livell għoli ta' preċiżjoni u attenzjoni għad-dettall.
- xvi. Jippossiedi ħiliet b'saħħithom ta' komunikazzjoni u koordinazzjoni.
- xvii. Jista' jaħdem taħt pressjoni u jilhaq skadenzi stretti.
- xviii. L-esperjenza fil-kooperazzjoni bejn aġenziji jew fil-livell tal-UE titqies bħala vantaġġ.
- xix Jwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xx. Jwettaq kwalunkwe dmir ieħor kif dirett mis-Segretarju Permanenti Ewlieni.



Ministry for Home Affairs and Security

35, Old Bakery Street

Valletta

Telephone: +356 25689200

Annex A

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



MINISTRY FOR HOME AFFAIRS AND SECURITY

35, OLD BAKERY STREET, VALLETTA

Duties and Responsibilities

The Manager II will lead the ETIAS National Unit and ensure compliance with Article 8 of the ETIAS Regulation. Amongst other things the Manager II will:

- i. Oversee and decide on applications referred for manual processing.
- ii. Ensure all tasks and decisions are recorded in application files.
- iii. Ensure there is data accuracy and compliance with the Regulation.
- iv. Issue travel authorisations with limited territorial validity.
- v. Coordinate consultation requests with other ETIAS National Units and Europol.
- vi. Provide applicants with information on appeal procedures.
- vii. Annul and revoke travel authorisations.
- viii. Supervise staff, ensure quality standards, and manage workflows.
- ix. Represent the Unit in national and EU-level meetings.
- x. Implement instructions and training delivered at EU or at national level.
- xi. Carry out additional duties assigned by senior management.
- xii. Have strong leadership and decision-making skills.
- xiii. Have excellent analytical and judgement abilities.
- xiv. Able to interpret and apply EU Regulations.
- xv. Possess a high level of accuracy and attention to detail.
- xvi. Possess strong communication and coordination skills.
- xvii. Able to work under pressure and meet strict deadlines.
- xviii. Experience in inter-agency or EU-level cooperation is considered an asset.
- xix. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xx. Perform any other duties as directed by the Principal Permanent Secretary.



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