

Ministeru	Ministeru għall-Intern u s-Sigurta'
L-Imjieg	Post ta' Assistant Manager GBDVU (Gender Based Domestic Violence Unit) Hubs



MINISTERU GHALL-INTERN U S-SIGURTA'

35, TRIQ IL-FORN L-ANTIK, VALLETTA

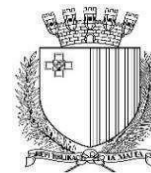
Dmirijiet u Responsabbiltajiet

- i. Jassisti fil-ġbir ta' rapporti u dokumentazzjoni tal-vittmi ta' vjolenza bbażata fuq il-ġeneru u vjolenza domestika.
- ii. Jassisti waqt intervisti mal-vittmi skond il-bżonn.
- iii. Jassisti fil-ġbir tar-rapporti bil-miktub.
- iv. Jassisti lill-uffiċjal inkarigat tal-GBDVU fl-ipproċessar ta' każijiet li jaqgħu taħt il-Kap. 581 tal-Liġijiet ta' Malta, kwalunkwe leġiżlazzjoni relatata u l-SOPs interni.
- v. Jipprovdi lill-vittmi informazzjoni ċara u aċċessibbli dwar il-proċeduri, id-drittijiet u s-servizzi ta' appoġġ disponibbli, filwaqt li jiżgura approċċ sensittiv u ċentrat fuq il-vittma f'kull hin.
- vi. Jgħin fil-kollaborazzjoni ma' aġenziji sħab, fosthom is-servizzi soċjali, professjonisti tas-saħħa u entitajiet ta' appoġġ lill-vittmi, sabiex jiffacilita rispons koordinat bejn diversi aġenziji.
- vii. Jassisti fl-organizzazzjoni u ż-żamma tad-dokumenti tal-każijiet, filwaqt li jiżgura kunfidenzjalità, konformità mad-data protection u żamma tajba tar-rekords.
- viii. Jgħin fil-preparazzjoni ta' fajls tal-każ u dokumentazzjoni oħra meħtieġa għal proċessi investigattivi jew ġudizzjarji
- xiii. Jinteragixxi b'mod rispettat u professjonali mal-vittmi, max-xhieda u mal-partijiet interessati, billi jiżgura li l-interazzjonijiet kollha jirriflettu l-impenn tas-Sezzjoni għad dinjità, is-sigurtà, il-kunfidenzjalità u l-benesseri.
- xiv. Jassisti fil-ġbir ta' statistika, data u rapporti meħtieġa mis-Sezzjoni għall-monitoraġġ, l-evalwazzjoni u l-ippjanar.
- xv. Iwettaq kwalunkwe kompitu ieħor li jiġi delegat lilu/ha mis-superjur sabiex tiġi żgurata l-effettività tal-funzjonament tas-Sezzjoni.
- xvi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xvii. Jwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.



Ministry for Home Affairs and Security
 35, Old Bakery Street
 Valletta
 Telephone: +356 25689200

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



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

Duties and Responsibilities

- i. Assist in the collection of reports and documentation related to victims of gender-based violence and domestic violence.
- ii. Assist during interviews with victims as required.
- iii. Assist in the compilation of written reports.
- iv. Assist the officer in charge of the GBDVU in processing cases falling under Chapter 581 of the Laws of Malta, any related legislation, and internal SOPs.
- v. Provide victims with clear and accessible information about procedures, their rights, and available support services, while ensuring a sensitive and victim-centred approach at all times.
- vi. Support collaboration with partner agencies, including social services, health professionals, and victim support entities, to facilitate a coordinated multi-agency response.
- vii. Assist in organising and maintaining case documentation, ensuring confidentiality, data protection compliance, and proper record-keeping.
- viii. Assist in the preparation of case files and any other documentation required for investigative or judicial processes.
- xiii. Interact respectfully and professionally with victims, witnesses, and stakeholders, ensuring that all interactions reflect the Section's commitment to dignity, safety, confidentiality, and well-being.
- xiv. Assist in the collection of statistics, data, and reports required by the Section for monitoring, evaluation, and planning purposes.
- xv. Perform any other duties delegated by the supervisor to ensure the effective functioning of the Section.
- xvi. Carry out any other duties that may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xvii. Perform any other duties as directed by the Principal Permanent Secretary.



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