



Ministeru	<i>Ministeru għall-Intern u s-Sigurtà</i>
L-Impjeg	<i>Assistant Manager (Data Entry and Quality Control)</i>

MINISTERU GĦALL-INTERN, U S-SIGURTA'

35, TRIQ IL-FORN L-ANTK, VALLETTA

Dmirijiet u Responsabbiltajiet

- i. Tgħin fid-dhul, l-aġġornament, u ż-żamma ta' dejta preċiża fis-sistemi, fid-databases, u fir-rekords.
- ii. Tgħin fit-tindif tad-dejta, ir-rikonċiljazzjoni, u t-titjib kontinwu tal-proċessi tal-kwalità tad-dejta.
- iii. Tgħin fit-twettiq ta' attivitajiet ta' verifika tad-dejta biex tiżgura l-eżattezza, il-kompletezza u l-konsistenza.
- iv. Tgħin fit-twettiq ta' kontrolli ta' rutina biex tidentifika żbalji, diskrepanzi, u informazzjoni nieqsa.
- v. Tgħin fl-investigazzjoni u fir-riżoluzzjoni ta' inkonsistenzi fid-dejta.
- vi. Tgħin fil-kollaborazzjoni mal-uffiċjali tad-dhul tad-dejta biex tiċċara, tivverifika u tikkoreġi dejta mhux preċiża jew kompluta.
- vii. Tgħin fl-applikazzjoni ta' korrezzjonijiet wara l-verifika biex tinżamm l-integrità u l-affidabbiltà tad-dejta.
- viii. Tgħin fiż-żamma ta' rekords ta' dejta żbaljata identifikata u korrezzjonijiet.
- ix. Tgħin fl-organizzazzjoni, il-ġestjoni u ż-żamma tad-dejta skont il-protokoll dipartimentali biex tiżgura żamma ta' rekords preċiżi u konsistenti.
- x. Tiżgura l-konformità mar-regolamenti dwar il-protezzjoni tad-dejta, il-kunfidenzjalità u r-rekwiżiti tal-governanza tad-dejta.
- xi. Tikkollabora b'mod effettiv fi hdan l-unità kif ukoll ma' sezzjonijiet ohra tal-MPF.
- xii. Tadatta għal u timplimenta bidliet fir-responsabbiltajiet, fis-sistemi, fil-proċessi u fil-proċeduri kif meħtieġ minhabba żviluppi operattivi, organizzattivi jew legiżlattivi.
- xiii. Tattendi laqgħat u tahriġ, lokalment jew barra minn Malta, kif meħtieġ.
- xiv. Tibqa' aġġornata dwar teknoloġiji, għodod u metodoloġiji rilevanti fil-qasam tal-intelliġenza u l-analiżi.
- xv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, kif jista' jkun meħtieġ.
- xvi. Iwettaq dmirijiet ohra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Assistant Manager (Data Entry and Quality Control)</i>



MINISTRY FOR HOME AFFAIRS AND SECURITY

35, OLD BAKERY STREET, VALLETTA

Duties and Responsibilities

- i. Assist in inputting, updating, and maintaining accurate data in systems, databases, and records.
- ii. Assist in data cleansing, reconciliation, and continuous improvement of data quality processes.
- iii. Assist in conducting data verification activities to ensure accuracy, completeness, and consistency.
- iv. Assist in performing routine checks to identify errors, discrepancies, and missing information.
- v. Assist in investigating and resolving data inconsistencies.
- vi. Assist in liaising with data entry officers to clarify, verify, and correct inaccurate or incomplete data.
- vii. Assist in applying corrections following verification to maintain data integrity and reliability.
- viii. Assist in maintaining records of identified incorrect data and corrections.
- ix. Assist in organising, managing, and maintaining data in accordance with departmental protocols to ensure accurate and consistent record-keeping.
- x. Ensure compliance with data protection, confidentiality, and data governance requirements.
- xi. Collaborate effectively within the unit and across other MPF units.
- xii. Adapt to and implement changes in responsibilities, systems, processes, and procedures as required by operational, organisational, or legislative developments.
- xiii. Attend meetings and training, locally or abroad, as required.
- xiv. Keep abreast of relevant technologies, tools, and methodologies within intelligence and analysis fields.
- xv. Undertakes any other tasks, which the superior may delegate to them, as may be required.
- xvi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xvii. Any other duties as directed by the Principal Permanent Secretary.