

Anness A

Ministeru	Servizz Pubbliku Ta' Malta
L-impjeg	Senior Notary



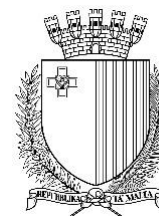
UFFIĊĊJU TAL-PRIM MINISTRU
3, PJAZZA KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Iwettaq dmirijiet nutarili ġenerali, inkluż l-eżaminar, l-abbozzar u l-pubblikazzjoni ta' atti li jsiru bejn dipartimenti u entitajiet tal-Gvern;
- ii. Jissorvelja l-proċedura li ssegwi l-abbozzar u l-pubblikazzjoni tal-atti, inkluż t-tnejjija tad-dokumentazzjoni kollha meħtieġa relatata magħhom;
- iii. Jissorvelja l-proċessi relatati mat-tnejjija ta' registru nutarili, inkluż il-ġbir, l-indiċjar u l-illegar tal-atti f'volumi;
- iv. Joħroġ u jawtentika kopji ta' atti bħala kopji legali;
- v. Jagħti pariri dwar ir-rekwiżiti proċedurali għall-pubblikazzjoni tal-atti;
- vi. Jagħxi bħala *Liaison Officer* ma' dipartimenti u entitajiet oħra tal-Gvern fejn meħtieġ, u jirrappreżenta lill-Uffiċċju jew lill-Ministeru, skont il-meħtieġa;
- vii. Jissorvelja, jiggwida u jiddelega x-xogħol lil *junior notaries* fejn applikabbli;
- viii. Jattendi għas-seduti tal-qorti fejn meħtieġ;
- ix. Jassisti lit-tim nutarili fi kwalunkwe materja nutarili jew amministrattiva, skont il-meħtieġa;
- x. Jiformula rakkomandazzjonijiet għal emendi fil-leġiżlazzjoni relatata ma' materji nutarili, fejn applikabbli;
- xi. Iservi fuq Bordijiet, Kumitati, jew Gruppi ta' Ħidma fejn il-kompetenza professjonali tal-Uffiċjal tkun meħtieġa;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Malta Public Service</i>
Job title	<i>Senior Notary</i>



OFFICE OF THE PRIME MINISTER
3, PJAZZA KASTILJA, VALLETTA, MALTA

Duties and responsibilities

- i. Carries out general notarial duties, including the vetting, drafting and publication of deeds entered into by Government departments and entities;
- ii. Supervises the procedures following the drafting and publication of deeds, including the preparation of all necessary documentation related thereto;
- iii. Supervises processes relating to the preparation of notarial registers, including the collation, indexing and binding of deeds into volumes;
- iv. Issues and authenticates copies of deeds as legal copies;
- v. Advises on procedural requirements for the publication of deeds;
- vi. Acts as liaison with Government departments and entities, where required, and represents the Office or the Ministry, as necessary;
- vii. Supervises, mentors and delegates work to junior notaries where applicable;
- viii. Attends court sittings where necessary;
- ix. Assists the notarial team in any notarial or administrative matter as required;
- x. Makes recommendations for amendments to legislation relating to notarial matters, where applicable;
- xi. Serves on Boards, Committees, or Working Groups where the Officer's expertise may be required;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Any other duties as directed by the Principal Permanent Secretary.