

Anness A

Ministeru	Servizz Pubbliku Ta' Malta
L-impjeg	Senior Legal Officer



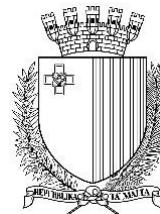
UFFIĊĊJU TAL-PRIM MINISTRU
3, PJAZZA KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- Jassisti lid-Direttur fit-tmexxija strategika u fl-operat ta' kuljum tad-Direttorat, filwaqt li jiżgura t-twettiq fil-hin tal-għanijiet legali, leġislattivi u ta' politika tad-Direttorat;
- Jissorvelja, jiggwida u jipprovdi appoġġ tekniku lill-Uffiċjali Legali u lill-uffiċjali l-oħra assenjati lid-Direttorat, filwaqt li jiżgura l-kwalità, il-konsistenza u t-twettiq fil-hin tax-xogħol assenjat;
- Jalloka, jikkoordina u jimmonitorja x-xogħol tal-uffiċjali fi ħdan id-Direttorat, filwaqt li jiżgura li jiġu osservati l-iskadenzi, il-prioritajiet tal-Gvern u l-għanijiet operattivi;
- Iwettaq riċerka legali kumplessa u jipprovdi pariri u opinjonijiet legali ta' livell għoli dwar kwistjonijiet li jaqgħu taħt il-portafoll tal-Ministeru;
- Jagħti pariri dwar l-implikazzjonijiet legali ta' inizjattivi tal-Gvern, proposti leġislattivi u deċiżjonijiet amministrattivi li jaffettwaw lill-Ministeru u lill-entitajiet li jaqgħu taħt ir-responsabbiltà tiegħu;
- Jiżviluppa, jabbozza u jirrevedi leġislazzjoni, leġislazzjoni sussidjarja, strumenti legali u inizjattivi ta' politika f'konformità mal-prioritajiet tal-Gvern u mal-obbligi legali u ta' politika ta' Malta fuq livell nazzjonali, tal-Unjoni Ewropea u internazzjonali;
- Jikkoordina u jappoġġja t-traspożizzjoni u l-implimentazzjoni tal-leġislazzjoni tal-Unjoni Ewropea fil-liġi Maltija, inkluż it-tnejja ta' *correlation tables*, *transposition notes* u dokumentazzjoni relatata meħtieġa sabiex tiġi żgurata l-konformità mal-obbligi tal-Unjoni Ewropea;
- Jassisti fil-koordinazzjoni tal-obbligi ta' Malta li jirrizultaw mil-liġi tal-Unjoni Ewropea, mill-impenji fi ħdan il-Kunsill tal-Ewropa, minn konvenzjonijiet internazzjonali u minn strumenti legali internazzjonali oħra li huma rilevanti għall-portafoll tal-Ministeru;
- Jirrappreżenta lid-Direttorat f'laqgħat ma' Ministeri, entitajiet tal-Gvern, istituzzjonijiet tal-Unjoni Ewropea, korpi tal-Kunsill tal-Ewropa u organizzazzjonijiet, imsieħba u partijiet interessati oħra kemm fuq livell nazzjonali kif ukoll internazzjonali, kif meħtieġ;
- Jikkollabora ma' Ministeri, entitajiet tal-Gvern u partijiet interessati esterni dwar inizjattivi legali, leġislattivi u ta' politika ta' natura trasversali sabiex jiġi żgurat approċċ koordinat u konsistenti għall-oġġettivi tal-Gvern;
- Jikkontribwixxi għall-ippjanar, l-implimentazzjoni u l-monitoraġġ ta' proġetti ta' riforma legali u inizjattivi strateġiċi oħra mwettqa mill-Ministeru;
- Iżomm ruħu aġġornat dwar l-iżviluppi fil-liġi Maltija, fil-liġi tal-Unjoni Ewropea, fil-liġi internazzjonali u fl-amministrazzjoni pubblika li huma rilevanti għall-funzjonijiet tad-Direttorat;
- Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Malta Public Service
Job title	Senior Legal Officer



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

Duties and responsibilities

- i. Assists the Director in the strategic management and day-to-day operations of the Directorate, ensuring the timely delivery of the Directorate's legal, legislative and policy objectives;
- ii. Supervises, mentors and provides technical guidance to Legal Officers and other officers assigned to the Directorate, ensuring the quality, consistency and timely delivery of work;
- iii. Allocates, coordinates and monitors the work of officers within the Directorate, ensuring that deadlines, Government priorities and operational objectives are achieved;
- iv. Conducts complex legal research and provides high-level legal advice and opinions on matters arising within the Ministry's portfolio;
- v. Advises on the legal implications of Government initiatives, legislative proposals and administrative decisions affecting the Ministry and the entities falling within its remit;
- vi. Develops, drafts and reviews legislation, subsidiary legislation, legal instruments and policy initiatives in accordance with Government priorities and Malta's national, European Union and international legal and policy obligations;
- vii. Coordinates and supports the transposition and implementation of European Union legislation into Maltese law, including the preparation of correlation tables, transposition notes and any other related documentation required to ensure compliance with European Union obligations;
- viii. Assists in coordinating Malta's obligations arising from European Union law, Council of Europe commitments, international conventions and other international instruments relevant to the Ministry's portfolio;
- ix. Represents the Directorate at meetings with Ministries, Government entities, European Union institutions, Council of Europe bodies and other national and international organisations, partners and stakeholders, as required;
- x. Collaborates with Ministries, Government entities and external stakeholders on cross-cutting legal, legislative and policy initiatives to ensure a coordinated and consistent approach to Government objectives;
- xi. Contributes to the planning, implementation and monitoring of legal reform projects and other strategic initiatives undertaken by the Ministry;
- xii. Maintains an up-to-date knowledge of developments in Maltese law, European Union law, international law and public administration relevant to the functions of the Directorate;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Principal Permanent Secretary.