

Anness A



Ministeru	Ministeru għas-Saħħa
L-impjieg	Registrur

OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. jamministra l-uffiċju tar-Registratur u jaġħmilha ta' segretarju/a għall-Kunsill / Kumitat;
- ii. jmexxi l-elezzjonijiet fil-Kunsill / Kumitat;
- iii. jkun responsabbli għar-registrazzjoni ta' applikazzjonijiet lokali u barranin u jitratta mistoqsijiet mill-pubbliku;
- iv. jżomm registri fuq bażi ta' kuljum u jaġġorna r-registri rispettivi kemm fiżikament u permezz tad-databases tal-IT;
- v. jipproċessa miżati li jistgħu jkunu imposti mill-Kunsill / Kumitat u jkun kapaċi jmexxi u jappoġġa l-introduzzjoni ta' sistemi ta' pagamenti online meta u fejn applikabbli;
- vi. jassisti u jappoġġa lill-Kumitati / Sotto-Kumitati imwaqqfa mil-Kunsill / Kumitat u jassisti lis-Supretendent tas-Saħħa Pubblika skont kif ikun neċessarju;
- vii. jappoġġa proċeduri mwettqa mill-Kunsill / Kumitat rigward infurzar ta' standards professjonali etiċi;
- viii. jkun responsabbli għall-kompilazzjoni u pubblikazzjoni ta' kwalunkwe materjal u rapporti mitluba mill-Kunsill / Kumitat;
- ix. jkun punt ta' kuntatt Nazzjonali għall-organizzazzjonijiet simili u kumitati barra minn Malta speċjalment rigward kontropartijiet fl-Unjoni Ewropeja u jaġġorna id-Direttivi u Regolamenti tal-Unjoni Ewropeja;
- x. jirrappreżenta lil Malta bħala punt ta' kuntatt Nazzjonali f'Fora Internazzjonali speċjalment f'laqgħat tal-Unjoni Ewropeja;
- xi. jirrappreżenta lil Malta f'laqgħat barra minn Malta;
- xii. jaġħti l-appoġġ neċessarju fix-xogħol amministrattiv fl-Uffiċju tas-Supretendent tas-Saħħa Pubblika;
- xiii. jappoġġa lis-Supretendent tas-Saħħa Pubblika f'każ ta' tibdil legali fl-Att tal-Professjonijiet tal-Kura tas-Saħħa;
- xiv. jwettaq kwalunkwe dmirijiet oħra kif determinat mis-Supritendent tas-Saħħa Pubblika;
- xv. jaġħmel użu s-sistemi tat-Teknoloġija tal-Informatika li jkunu qed jintużaw fil-Ministeru għas-Saħħa;
- xvi. jwettaq komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvii. jwettaq dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health
Job title	Registrar



OFFICE of the DEPUTY PRIME MINISTER MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. administer the Office of the Registrar and acting as secretary to the Council / Committee;
- ii. run elections in the Council / Committee;
- iii. be responsible for the registration of local and foreign applications and dealing with enquiries from the public;
- iv. maintain registers on a daily basis and update of the respective registers both physically and through IT databases;
- v. process fees that may be levied by the Council / Committee and be able to lead and support the introduction of online payment systems when and where applicable;
- vi. assist and support Committees / Sub-Committees set up by the Council / Committee and assisting the Superintendent of Public Health as may be necessary;
- vii. support proceedings carried out by the Council / Committee with respect to enforcement of professional ethical standards;
- viii. be responsible for compilation and publication of any material or reports that are requested by the Council / Committee;
- ix. act as National contact point for similar organizations and committees overseas, especially as regards to European Union counterparts and updating the European Union Directives and Regulations;
- x. represent Malta as the National contact point in International Forums especially European Union meetings;
- xi. represent Malta in meetings abroad;
- xii. provide the necessary support to the administrative work at the Office of the Superintendent of Public Health;
- xiii. support the Superintendent of Public Health in required legal changes to the Health Care Professions Act;
- xiv. perform any other duties as determined by the Superintendent of Public Health;
- xv. make use of the Information Technology systems which may be in operation within the Ministry for Health;
- xvi. undertakes any other tasks, which the superior may delegate to him/her as may be required;
- xvii. carries out any other duties as directed by the Principal Permanent Secretary

People Management Division

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