

Anness A

Ministeru	<i>Ministeru għall-Ġustizzja, ir-Riċerka u l-Innovazzjoni</i>
L-impjieg	<i>Manager I</i>



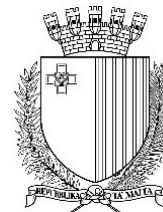
MINISTERU GĦALL-ĠUSTIZZJA, IR-RIĊERKA U L-INNOVAZZJONI
AUBERGE D'ARAGON, MISRAH INDIPENDENZA, VALLETTA VLT 1521

Dmirijiet u responsabbiltajiet

- i. Jassisti fit-tfassil ta' abbozzi u janalizza l-politiki u l-proġetti li jsiru mill-Ministeru;
- ii. Jassisti fil-koordinazzjoni ġenerali tal-avvenimenti u l-immaniġġjar u l-implimentazzjoni tal-politiki u l-proġetti mwettqa mill-Ministeru;
- iii. Jassisti fil-ġbir ta' data relatata mal-Ġustizzja u proġetti oħra ta' riċerka mwettqa mill-Ministeru;
- iv. Jattendi u jirrappreżenta lill-pajjiż waqt laqgħat, seminars, kumitati, laqgħat ta' gruppi ta' esperti u pjattaformi ta' diskussjoni fuq livell Ewropew u internazzjonali, li jsiru kemm lokalment kif ukoll barra minn Malta;
- v. Jassisti fl-iżvilupp ta' pjanijiet ta' ħidma, inklużi dati ta' skadenza u miri tal-politiki u l-proġetti li qed jitwettqu mill-Ministeru;
- vi. Jipprovdi l-assistenza meħtieġa fit-tfassil ta' rapporti, Briefing / Instruction / Background Notes, Memoranda ta' Spjegazzjoni, Memoranda tal-Kabinett, Formoli ta' Valutazzjoni tal-Impatt, proċeduri u politiki, kif jista' jkun meħtieġ;
- vii. Jassisti fl-analiżi u l-kompilazzjoni ta' risposti li jindirizzaw l-obbligi ta' rappurtar nazzjonali li joħorġu minn fora Ewropej kif ukoll internazzjonali;
- viii. Jagħti sapport lid-Direttorat biex jiżgura l-akbar effiċjenza fl-eżekuzzjoni, l-evalwazzjoni u t-tqassim ta' politiki u proġetti sabiex ikollhom livell ta' kwalità meħtieġa;
- ix. Iżomm ruħu aġġornat ma' dak li qed jiġri fi ħdan l-Unjoni Ewropea, il-Kunsill tal-Ewropa u fora kif ukoll organizzazzjonijiet internazzjonali oħra fil-qasam tal-ġustizzja;
- x. Jassisti fil-koordinazzjoni tal-kompiti relatati mar-riżultati tal-laqgħat imhejja minn dawn l-istituzzjonijiet Ewropej u internazzjonali, inkluż iċ-ċirkolazzjoni tad-dokumenti li jaslu minn tali istituzzjonijiet lid-Dipartimenti/Direttorati/entitajiet rilevanti;
- xi. Jassisti lid-Direttorat fl-iżvilupp, il-koordinazzjoni, il-ġbir u ż-żamma aġġornata tal-pożizzjonijiet nazzjonali li għandhom jittiehdu waqt żjarat fil-pajjiż, sessjonijiet ta' grilling kif ukoll politiki u proġetti li l-Ministeru huwa responsabbli għalihom;
- xii. Jgħin biex il-Ministeru jinżamm infurmat dwar l-aktar kwistjonijiet importanti li jkun qed jiġu diskussi fil-fora Ewropej u internazzjonali;
- xiii. Iwettaq riċerka dwar suġġetti relatati, inkluża riċerka legali, kif meħtieġ u jgħaddi l-istess riċerka jew kwalunkwe rapporti u informazzjoni oħra lill-manigment superjuri u kwalunkwe entità interna jew esterna li hi rilevanti;
- xiv. Kwalunkwe komputu ieħor li d-Direttur rispettiv u s-Segretarju Permanenti, MJRI jistgħu jiddelegaw lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Justice, Research and Innovation</i>
Job title	<i>Manager I</i>



MINISTRY FOR JUSTICE, RESEARCH AND INNOVATION

AUBERGE D'ARAGON, MISRAH INDIPENDENZA, VALLETTA VLT 1521

Duties and responsibilities

- i. Assists in the drafting and analyses of policies and projects undertaken by the Ministry;
- ii. Assists in the overall co-ordination of events and the management and implementation of policies and projects undertaken by the Ministry;
- iii. Assists in the collation of Justice related data and other research projects undertaken by the Ministry;
- iv. Attends and represents the country during European-level and international meetings, seminars, committees, expert group meetings and discussion platforms, held both locally and abroad;
- v. Assists in the development of work plans, including timelines and targets of the policies and projects undertaken by the Ministry;
- vi. Provides the necessary assistance in drawing up of reports, Briefing / Instruction / Background Notes, Explanatory Memoranda, Cabinet Memoranda, Impact Assessment Forms, procedures and policies, as may be required;
- vii. Assists in the analysis and compilation of replies addressing national reporting obligations emerging from European as well as international fora;
- viii. Supports the Directorate in ensuring maximum efficiency in the successful execution, evaluation and dissemination of policies and projects to required quality standards;
- ix. Keeps up to date with what is happening within the European Union, Council of Europe and other international fora as well as organisations in the area of justice;
- x. Assists in the coordination of the tasks related to the outcomes of the meetings held by these European and international institutions, including the circulation of documents received from such institutions to the relevant Departments/Directorates/entities;
- xi. Assists the Directorate in developing, coordinating, collating and keeping updated the national positions to be taken during country visits, grilling sessions as well as policies and projects that the Ministry is responsible for;
- xii. Assists in keeping the Ministry briefed about the most important issues being discussed in European and in international fora;
- xiii. Conducts research on related topics, including legal research, as necessary and disseminate such research or any other reports and information to senior management and any relevant internal or external entities;
- xiv. Undertakes any other tasks, which the respective Director and Permanent Secretary, MJRI may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.