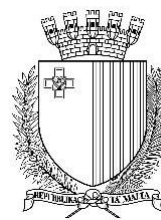


Anness A

Ministeru	<i>Ministeru għall-Intern u s-Sigurta'</i>
L-impjeg	<i>Manager I</i>



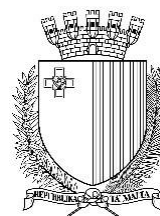
MINISTERU GĦALL-INTERN U S-SIGURTA'
201 TRIQ ID-DEJQ VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Iżomm ruħu aġġornat mal-aħħar żviluppi fi hdan l-Unjoni Ewropea (UE) u fora oħra permezz ta' riċerka, filwaqt li jaġġorna lid-direttur rispettiv u/jew l-uffiċċju kkonċernat;
- ii. Jattendi laqgħat, konferenzi, sessjonijiet ta' taħriġ u attivitajiet oħra relatati mar-responsabbiltajiet tiegħu, kemm f'Malta u wkoll barra;
- iii. Isegwi mill-qrib il-laqgħat tal-gruppi ta' hidma rispettivi, inkluż il-kordinazzjoni tal-pożizzjonijiet li għandhom jiġu addottati minn Malta, kif ukoll jabbozza noti ta' struzzjonijiet/informazzjoni/spjegazzjoni, rapporti u riċerka;
- iv. Jikkordina u jwettaq xogħol ta' riċerka biex jidentifika opportunitajiet ta' finanzjament mill-UE għal proġetti korporattivi relatati mal-qasam ta' responsabbiltà tiegħu kif ukoll jgħin fil-kumpilazzjoni u d-disseminazzjoni tal-informazzjoni relatata mal-oqsma li jaqgħu taħt ir-responsabbiltà tiegħu;
- v. Jikkollabora ma' esperti f'oqsma differenti, kemm f'MHSE kif ukoll f'ministeri oħra, fl-abbozzar tal-pożizzjoni ta' Malta fl-UE u fora oħra;
- vi. Jissorvelja t-traspożizzjoni effettiva u l-implimentazzjoni f'waqtha tal-acquis adottat dwar dawk l-oqsma ta' responsabbiltà li jistgħu jinkludu l-abbozzar ta' strateġiji u proċeduri operattivi standard;
- vii. Jikkordina u jagħmel riċerka, jikkontribwixxi fi jawditja l-produzzjoni, il-preżentazzjoni, l-evalwazzjoni u d-disseminazzjoni ta' rapporti ta' riċerka/konklużjonijiet, analiżi ta' riżultati kif ukoll ihejji sommarji dwar temi li jaqgħu taħt il-kompetenza tad-Direttorat għad-Difiża;
- viii. Jipprovdi appoġġ amministrattiv kif meħtieġ;
- ix. Jissorvelja impjegati fi gradi inqas minn tiegħu f'xogħol operattiv ta' kuljum;
- x. Isegwi r-riċerki kompluti biex jipprovdi analiżi tar-riżultati;
- xi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Manager I</i>



MINISTRY FOR HOME AFFAIRS AND SECURITY
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Keeps abreast with the latest developments through research on the European Union (EU) and other fora, while updating the respective director and/or his office;
- ii. Attends meetings, conferences, training sessions and other events held in Malta or abroad;
- iii. Follows closely the meetings of the respective working groups, including the coordination of the positions to be adopted by Malta, as well as the drafting of instruction/briefing notes, explanatory memos, reports and research;
- iv. Coordinates research work to identify EU funding opportunities for corporate projects as well as assist in the compilation and dissemination of information related to areas under his responsibility;
- v. Liaises with the relevant technical persons/experts, both within MHSE and other ministries, in drafting Malta's position in the EU and other fora;
- vi. Monitors the effective transposition and timely implementation of the adopted acquis on those areas of responsibility, which may include the drafting of strategies and standard operating procedures;
- vii. Coordinates and conducts research, provides input and audits the production, presentation, evaluation and dissemination of research reports/conclusions/analysis of findings as well as prepare briefs on matters falling within the remit of the Directorate for Defence Matters;
- viii. Provides administrative support as necessary;
- ix. Supervises junior staff in day-to-day operational tasks;
- x. Follows up completed research to provide analysis of the outcomes;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xiii. Any other duties as directed by the Principal Permanent Secretary.