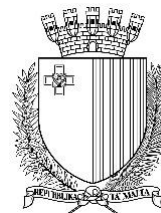


Anness A

L-impjeg	<i>Manager I (EUCD)</i>
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MINISTERU GHALL-AFFARIJJIET BARRANIN U EWROPEJ
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

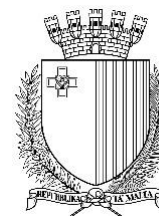
- i. Jassisti lill-Kapijiet fi hdan id-Dipartiment tal-Ko-Ordinazzjoni tal-UE f'kompiti relatati mal-koordinazzjoni u l-ġestjoni tal-partecipazzjoni tal-Ministeri dwar l-istrutturi u l-proċessi tal-UE u jiżgura koordinazzjoni effettiva tal-kwistjonijiet kollha relatati mal-UE fil-Ministeri kollha, kif ukoll mir-Rappreżentanza Permanenti ta' Malta għall-UE;
- ii. Ikun responsabbli għall-oqsma assenjati, l-ispettru ta' suġġetti differenti tagħhom flimkien mad-diskussjonijiet rilevanti fil-livell nazzjonali, tal-UE u dak internazzjonali biex tiġi kkordinata pożizzjoni xierqa bejn il-Ministeri kkonċernati;
- iii. Jassisti fil-koordinazzjoni għat-thejjija u l-formulazzjoni f'waqthom ta' Memoranda u kwistjonijiet rilevanti meħtieġa għal-laqgħat regolari tal-Kumitat Interministerjali għall-Affarijiet tal-UE;
- iv. Jassisti fil-koordinazzjoni ta' thejjija f'waqtha u formulazzjoni ta' noti ta' struzzjoni meħtieġa għal-laqgħat tal-COREPER I u l-COREPER II, laqgħat tal-Kunsill tal-Unjoni Ewropea, Gruppi ta' Hidma tal-Kummissjoni Ewropea, kif ukoll kwalunkwe laqgħa oħra relatata;
- v. Jassisti fil-koordinazzjoni ta' thejjija f'waqtha u formulazzjoni ta' briefs fir-rigward tal-laqgħat li jsiru mill-Ministri tal-Gvern ta' Malta u s-Segretarji Parlamentari;
- vi. It-tweqqi ta' riċerka fil-qasam ta' għarfien rilevanti u l-ġhoti ta' pariri kif meħtieġ;
- vii. Il-koordinazzjoni tal-proċess ta' approvazzjoni għad-dokumentazzjoni rilevanti;
- viii. Il-koordinazzjoni tal-azzjoni ta' segwitu kif meħtieġ;
- ix. L-iżgurar li l-istrutturi ta' rappurtar rilevanti fir-rigward tal-partecipazzjoni tal-laqgħat jiġu osservati;
- x. Jassisti lill-Presidenti għall-Kumitati Interministerjali kif meħtieġ;
- xi. Jassisti lid-Direttur Ġenerali (Dipartiment tal-Koordinazzjoni tal-UE) u lis-Segretarju Permanenti kif meħtieġ;
- 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.

Corporate Services Directorate

Ministry for Foreign and European Affairs, 331, Allied House, St. Paul Street, Valletta
Email: recruitment.foreign@gov.mt

Annex A

Job title	Manager I (EUCD)
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MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS
PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

Duties and responsibilities

Nomenclatures denoting the male gender include also the female gender.

- i. Assisting the Heads within the EU Co-Ordination Department in tasks related to the coordination and management of the Ministries' participation on EU structures and processes and ensuring effective coordination of all EU-related matters across all Ministries as well as from the Permanent Representation of Malta to the EU;
- ii. Being responsible for the areas assigned, their various spectrum of subject matter along with the relevant discussions at a national, EU and international level to coordinate the appropriate position amongst various Ministries;
- iii. Assisting in the coordination for the timely preparation and formulation of Memoranda and relevant issues required of the regular meetings of the Inter-Ministerial Committee on EU Affairs;
- iv. Assisting in the coordination of timely preparation and formulation of instruction notes required for COREPER I and COREPER II meetings, meetings of the Council of the EU and European Commission Working Groups, as well as any other related meetings;
- v. Assisting in the coordination of timely preparation and formulation of briefs with regard to meetings held by the Malta Government Ministers and Parliamentary Secretaries;
- vi. Undertaking research in the relevant area of expertise and providing advice and input as necessary;
- vii. Coordinating the clearance process for relevant documentation;
- viii. Coordination of follow up action as required;
- ix. Ensuring that the relevant reporting structures with regards to the participation of meetings are adhered to;
- x. Assisting the Chairpersons for the Inter-Ministerial Committees as required;
- xi. Assisting the Director General (EU Co-Ordination Department) and Permanent Secretary as 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.

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