

Annex A

Ministeru	<i>Ministeru għall-Intern u s-Sigurtà</i>
L-Impjeg	<i>Manager I (EU JHA Coordination – EU Justice and Home Affairs Coordination)</i>



MINISTERU GĦALL-INTERN U S-SIGURTA'

35, TRIQ L-IFRAN, VALLETTA

Dmirijiet u Responsabbiltajiet

- i. Iżomm ruħu aġġornat dwar l-iżviluppi JHA (Justice and Home Affairs) li jaffettwaw l-infurzar tal-liġi; jiġbor, jirrevedi u jiskambja dokumentazzjoni u pariri rilevanti tal-UE mas-Superintendent IRU (International Relations Unit), mall-Police JHA Coordination Bureau Manager u mall-partijiet interessati ohra.
- ii. Jallerta u jirrakkomanda lill-Police JHA Coordination Bureau Manager fuq kwistjonijiet li jehtiegu risposta Maltija b'żmien xieraq u jappoġġja l-iżvilupp tal-pożizzjoni ta' Malta.
- iii. Jirrapreżenta u jillobbja għall-Malta f'gruppi ta' xogħol tal-Kunsill u f'fora ohra tal-UE skont struzzjonijiet u briefs.
- iv. Jikkoordina mat-Technical Attaché, mal-Ministeri u mal-EU Coordination Department; jipprovdi input espert u jirrakkomanda azzjonijiet segwenti lill-awtoritajiet rilevanti.
- v. Jikkumpila u jibgħat rapporti immedjatement wara l-konklużjoni ta' laqgħat skont id-Distribution List approvata u jgħarraf lis-Superintendent responsabbli tal-IRU, lill-Police EU JHA Coordination Bureau Manager, lill-Ministeru kkonċernat, lill-EU Coordination Department u lit-Technical Attaché f'każ ta' kwistjonijiet urgenti.
- vi. Jiżviluppa u jhejji Briefing Notes, Background Notes u Speaking Notes relatati mal-infurzar tal-liġi kif meħtieġ.
- vii. Jgħamel riċerka u analiżi JHA relatata mal-infurzar tal-liġi u jipprovdi pariri ibbażati fuq evidenza.
- viii. Jappoġġja lis-Superintendent responsabbli tal-IRU u lill-Police EU JHA Coordination Bureau Manager kif meħtieġ.
- ix. Jwettaq kompiti ohra assenjati mis-Superintendent responsabbli tal-IRU, inkluż li jkopri jew jassumi temporanjament il-funzjonijiet tal-Police EU JHA Coordination Bureau Manager.
- x. Iwettaq dmirijiet ohra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

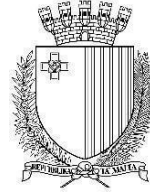
Ministry for Home Affairs and Security

35, OLD BAKERY STREET, VALLETTA

Telephone: 25689 000

Annex A

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Manager I (EU JHA Coordination – EU Justice and Home Affairs Coordination)</i>



MINISTRY FOR HOME AFFAIRS AND SECURITY

35, OLD BAKERY STREET, VALLETTA

Duties and Responsibilities

- i. Monitor JHA developments affecting law enforcement; collect, review and circulate relevant EU documentation and advice to Superintendent IRU (International Relations Unit), Police JHA Coordination Bureau Manager and other stakeholders;
- ii. Alert and advise the Police JHA Coordination Bureau Manager on issues needing a Maltese response in a timely manner, while helping to develop Malta's position;
- iii. Represent and lobby for Malta in Council working groups and other EU fora, following instructions/briefs;
- iv. Coordinate with Technical Attaché, Ministries and EU Coordination Department; provide expert input and follow-up actions to relevant authorities;
- v. Compile and send reports immediately after the completion of meetings in line with the approved Distribution List as well as alerting the superintendent in charge of the International Relations Unit, the Police EU JHA Coordination Manager, the Ministry concerned, the EU Coordination Department and Technical Attaché in the event of immediate issues;
- vi. Draw up Briefing Notes and Background Notes and Speaking Notes related to Law enforcement as and when required;
- vii. Undertake JHA research related to law enforcement and provide evidence-based advice;
- viii. Support the Superintendent in charge of the International Relations Unit and the Police EU JHA Coordination Bureau Manager as necessary;
- ix. Carry out other work assigned by Superintendent in charge of the International Relations Unit, including covering for the Police EU JHA Coordination Bureau Manager;
- x. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xi. Any other duties a directed by the Principal Permanent Secretary.