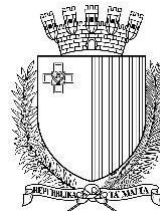


Ministeru	<i>Ministeru għall-Politika Soċjali u l-Familja .</i>
L-impjeg	<i>Manager II (Compliance)</i>

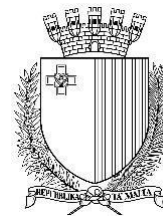


MINISTERU GĦALL-POLITIKA SOĊJALI U L-FAMILJA
310, PALAZZO FERRERIA, TRIQ IR-REPUBBLIKA VALLETTA

Dmirijiet u responsabbiltajiet

- i. Jirrapporta direttament lis-Senior Manager (Compliance), u jappoġġjah/ha fil-ġestjoni ta' kuljum tal-funzjoni ta' konformità fi hdan l-Unità tar-Relazzjonijiet Internazzjonali.
- ii. Jiżgura l-applikazzjoni konsistenti u legalment soda tar-Regolament (KE) Nru 883/2004, tar-Regolament (KE) Nru 987/2009, tal-ftehimiet bilaterali u tar-rekwiżiti tal-EESSI.
- iii. Jitratta talbiet għall-Benefiċċju tal-Qgħad (UB) u jsolvi każijiet ta' rimborż ma' Stati Membri oħra u pajjiżi bi ftehim permezz tal-pjattaforma tal-Iskambju Elettroniku ta' Informazzjoni dwar is-Sigurtà Soċjali (EESSI).
- iv. Jipproċessa applikazzjonijiet għall-Portable Document A1 u reġistrazzjonijiet tan-National Insurance (NI), filwaqt li jiżgura l-preċiżjoni, il-konsistenza u t-tlestija fil-ħin.
- v. Iwettaq verifiki ta' diliġenza dovuta fuq il-baħħara li jirreġistraw f'Malta, skont ir-rekwiżiti applikabbli tas-sigurtà soċjali u tal-koordinazzjoni marittima.
- vi. Jitratta u jwieġeb mistoqsijiet bil-posta elettronika mingħand il-pubbliku, min iħaddem u istituzzjonijiet barranin relatati mal-leġiżlazzjoni applikabbli.
- vii. Jattendi laqgħat, gruppi ta' ħidma, konferenzi u seminars kemm lokalment kif ukoll fuq livell tal-UE barra minn Malta, filwaqt li jirrappreżenta lill-Unità u lill-Ministeru.
- viii. Jissorvelja u jikkoordina l-kompiti operattivi ta' kuljum tad-dipartiment, filwaqt li jiżgura li jintlaħqu l-iskadenzi u l-istandards tas-servizz.
- ix. Jappoġġja lis-Senior Manager (Compliance) fil-monitoraġġ ta' oqsma ta' riskju għoli, inkluża l-koordinazzjoni tal-qgħad, sabiex jiġi żgurat li r-riżultati jkunu f'waqthom, preċiżi u difendibbli.
- x. Jassisti fiż-żamma tar-rieda għall-awditjar permezz ta' dokumentazzjoni sistematika, żamma ta' rekords u proċessi ta' teħid ta' deċiżjonijiet li jistgħu jiġu traċċati.
- xi. Jitratta kwistjonijiet relatati mar-riżorsi umani fi hdan l-unità, inkluż il-ħruġ tal-folji tal-attenzenza u t-trattament ta' kwistjonijiet relatati mal-leave u mal-prestazzjoni.
- xii. Iwettaq kwalunkwe kompitu ieħor li jista' jiġi delegat mis-superjuri, skont il-ħtieġa.
- xiii. Iwettaq kompiti oħra li minn żmien għal żmien jistgħu jiġu assenjati mis-Segretarju Permanenti;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministry	<i>Ministry for Social Policy and the Family</i>
Job Title	<i>Manager II (Compliance)</i>



MINISTRY FOR SOCIAL POLICY AND THE FAMILY.
310, PALAZZO FERRERIA, REPUBLIC STREET VALLETTA.

Duties and Responsibilities

- i. Reports directly to the Senior Manager (Compliance), supporting him/her in the day-to-day management of the compliance function within the International Relations Unit.
- ii. Ensures consistent and legally sound application of Regulation (EC) No 883/2004, Regulation (EC) No 987/2009, bilateral agreements and EESSI requirements.
- iii. Handles Unemployment Benefit (UB) claims and resolves reimbursement cases with other Member States and agreement countries via the Electronic Exchange of Social Security Information (EESSI) platform.
- iv. Processes Portable Document A1 applications and National Insurance (NI) registrations, ensuring accuracy, consistency and timely completion.
- v. Conducts due diligence checks on seafarers registering in Malta, in line with applicable social security and maritime coordination requirements.
- vi. Handles and responds to email queries from the public, employers and foreign institutions relating to applicable legislation.
- vii. Attends meetings, working groups, conferences and seminars both locally and at EU level abroad, representing the Unit and the Ministry.
- viii. Supervises and coordinates the department's daily operational tasks, ensuring that deadlines and service standards are met.
- ix. Supports the Senior Manager (Compliance) in monitoring high-risk areas, including unemployment coordination, to ensure outputs are timely, accurate and defensible.
- x. Assists in maintaining audit readiness through systematic documentation, record-keeping and traceable decision-making processes.
- xi. Handles HR related matters within the unit, including issuing attendance sheets and addressing leave and performance-related issues.
- xii. Performs any other tasks that may be delegated by superiors, as required.
- xiii. Carries out other tasks that may, from time to time, be assigned by the Permanent Secretary;
- xiv. Any other duties as directed by the Principal Permanent Secretary.