

Anness A



Ministeru	<i>Ministeru għall-Ekonomija, Teknoloġija u Proġetti Strateġiċi</i>
L-impjeg	<i>Manager II</i>

MINISTERU GĦALL-EKONOMIJA, TEKNOLOĠIJA U PROĠETTI STRATEĠIĊI

Dmirijiet u responsabbiltajiet

- i. Jirrevedi regolarment il-proċedura tal-ipproċessar tal-privattivi u d-disinni, fid-dawl tar-rekwiżiti nazzjonali, tal-UE u internazzjonali bħal dawk li jirriżultaw mid-Direttiva dwar id-Disinni u s-Sistema Unitarja tal-Privattivi;
- ii. Jipprovdi kontribut għall-immaniġġjar ta' tiġdid, trasferimenti u emendi fil-qasam tal-privattivi u tad-disinni;
- iii. Janalizza u jiformola deċiżjoni dwar każijiet ta' privattivi u disinni miġjuba quddiem l-uffiċċju;
- iv. Iwettaq il-formalitajiet fuq applikazzjonijiet godda ta' privattivi u disinni, u jipprovdi gwida lill-klijenti u lill-pubbliku ġenerali fil-qasam tal-ipproċessar tal-privattivi u d-disinni;
- v. Jipprovdi kontribut kif meħtieġ fl-assessjar tal-legislazzjoni nazzjonali bil-ħsieb li tiġi emendata jew aġġornata skont ir-rekwiżiti u l-obbligi nazzjonali, reġjonali jew internazzjonali kif ukoll jabbozza u jzomm manwal dwar il-politiki u l-proċeduri tal-uffiċċju fil-qasam tal-privattivi u d-disinni;
- vi. Jabbozza u jzomm ir-riżorsi ta' informazzjoni dwar l-applikazzjoni, l-ipproċessar u r-registrazzjoni ta' privattivi u disinni li għandhom jitqassmu lill-membri interessati tal-pubbliku;
- vii. Jipprovdi rapporti regolari ta' statistika u ta' ġestjoni tal-kwalita' dwar l-aspetti kollha tax-xogħol relatat mal-privattivi u d-disinni u jipprovdi kontribut fit-tfassil u l-implimentazzjoni ta' proġetti u baġits, fir-rigward ta' programmi u proġetti nazzjonali kif ukoll dawk relatati mal-UE;
- viii. Jipprovdi *input* għal għodod tas-*software* eżistenti u futuri implimentati fl-uffiċċju;
- ix. jirrapreżenta lid-Dipartiment f'konferenzi, laqgħat u *workshops* lokali, tal-Unjoni Ewropea u internazzjonali kif meħtieġ kif ukoll jassiisti fit-tfassil ta' noti ta' istruzzjoni u dokumentazzjoni oħra kif jista' jkun meħtieġ għal laqgħat tal-UE jew internazzjonali;
- x. Jipprovdi taħdidi, preżentazzjonijiet u sessjonijiet ta' informazzjoni dwar privattivi, disinni u suġġetti relatati kif meħtieġ u jghin fl-organizzazzjoni ta' korsijiet nazzjonali u/jew internazzjonali, seminars, *workshops*, konferenzi u attivitajiet oħra f'oqsma relevanti;
- xi. Iwettaq kull xogħol ieħor li d-Direttur Ġenerali tal-Kummerċ u d-Direttur tar-Registrazzjonijiet tal-Proprijetà Industrijali jistaw jiddelegaw lilu/lilha, kif ikun meħtieġ;
- xii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for the Economy, Technology and Strategic Projects</i>
Job title	<i>Manager II</i>



MINISTRY FOR THE ECONOMY, TECHNOLOGY
AND STRATEGIC PROJECTS

Duties and responsibilities

- i. Regularly review the patent and design processing procedure, in view of national, EU and international requirements such as those resulting for the new Designs Directive and the Unitary Patent System;
- ii. Provide input to the handling of renewals, assignments and amendments in the area of patents and designs ;
- iii. Analyse and formulate a decision on cases relating to patent and design applications which are brought before the office;
- iv. Carry the necessary formalities checks for new patent and design applications and provide guidance to clients and the general public in the area of patent and design processing ;
- v. Provide input as necessary in the assessment of national legislation with a view to amend or update these according to national, regional or international requirements and obligations as well as drafting and maintaining a manual on office policies and procedures in the fields of patents and designs;
- vi. Draft and maintain the information resources on the application, processing and registration of patents and designs to be distributed to interested members of the public ;
- vii. Provide regular statistical and quality management reports regarding all aspects of patent and design related work and provide input in the drawing up and implementation, of projects and budgets, in relation to national as well as EU related programmes and projects;
- viii. Provide input to existing and future software tools implemented at the office;
- ix. represent the Department at local, European Union and international conferences, meetings and workshops as required as well as assist in the drawing up of instruction notes and other documentation as may be required for EU or international meetings;
- x. Provide talks, presentations and information sessions on patents and designs and related topics as required and assist in the organisation of national and/or international courses, seminars, workshops, conferences and other activities in relevant fields;
- xi. Undertakes any other tasks, which the Director General Commerce and the Director Industrial Property Registrations may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary.

Corporate Services Directorate

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