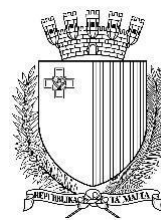


Anness A

Ministeru	<i>Ministeru għall-Intern u s-Sigurta'</i>
L-impjeg	<i>EMN Co-Ordinator</i>



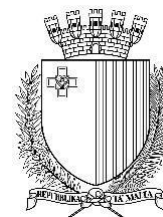
MINISTERU GĦALL-INTERN U S-SIGURTA'
201 TRIQ ID-DEJQ VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jżżomm ruħhu aġġornat ma' dak li qed jiġri fl-Unjoni Ewropea u kwistjonijiet internazzjonali rilevanti oħra fir-rigward tal-politika tal-immigrazzjoni u l-ażil
- ii. Jikkollabora ma' persuni / esperti tekniċi rilevanti u ma' Ministeri oħra, sabiex jiġi żgurat kontribuzzjonijiet tar-riċerka korretta u f'waqtha għal EMN (European Migration Network);
- iii. Jmexxi riċerki u analiżi meħtieġa u jipprovdi kummenti dwar diversi dokumenti nazzjonali, tal-UE u EMN dwar il-politika tal-immigrazzjoni u l-ażil;
- iv. Jagħmel monitoraġġ u jiżgura li jintlaħqu u jiġu implimentati b'suċċess l-indikaturi tal-Għotja ta' Ftehim EMN u l-Programm ta' Hidma;
- v. Jmmaniġġja l-proċessi ta' akkwist f'konformità mar-regolamenti nazzjonali u tal-UE, filwaqt li tiġi żgurata dokumentazzjoni bir-reqqa, żamma preċiża tar-rekords finanzjarji u tal-baġit, u sistemi ta' arkivjar organizzati;
- vi. Jikkoordina u jippjana l-arranġamenti logistiċi f'waqthom u effiċjenti għal konferenzi u avvenimenti relatati oħra;
- vii. Jmmaniġġja l-mistoqsijiet Ad-Hoc, Studji tal-EMN, Bullettini, Informi, u outputs oħra, filwaqt li jiżgura li t-tweġibiet jkunu fil-ħin;
- viii. Jiżgura mezzi ta' komunikazzjoni tajba mal-partijiet interessati tal-EMN nazzjonali kif ukoll internazzjonali, inkluż EMN Service Provider;
- ix. Jappoġġja l-viżibilità tal-EMN permezz ta' newsletters, pubblikazzjonijiet, u aġġornamenti tal-website;
- x. Jattendi laqgħat u/jew taħriġ li jsiru lokalment, online jew barra minn Malta, kif meħtieġ;
- xi. Kwalunkwe kompitu 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>EMN Co-Ordinator</i>



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

Duties and responsibilities

- i. Keeping up to date with what is happening within the European Union and other relevant international issues with regards to migration and asylum policy;
- ii. Liaising with the relevant technical experts and Ministries to ensure timely and accurate research contributions to EMN (European Migration Network);
- iii. Conducting necessary research and analysis and providing comments on various national, EU and EMN documents regarding migration and asylum policy;
- iv. Monitoring the successful implementation of the EMN Grant Agreement and Work Programme, ensuring indicators are met;
- v. Managing procurement processes in compliance with national and EU regulations, while ensuring thorough documentation, accurate financial and budget record-keeping, and organised filing systems;
- vi. Coordinating and executing timely and efficient logistical arrangements for conferences and other related events;
- vii. Managing Ad-Hoc Queries, EMN Studies, Bulletins, Informs, and other outputs, ensuring timely delivery;
- viii. Maintaining strong communication with national and international EMN stakeholders, including the EMN Service Provider;
- ix. Supporting EMN visibility through newsletters, publications, and website updates;
- x. As necessary, participate in meetings and/or training held locally, online or abroad;
- 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.