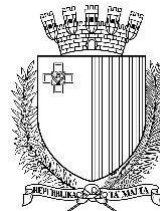


Ministeru	<i>Ministeru għall-Politika Soċjali u l-Familja .</i>
L-impjeg	<i>Senior Manager</i>

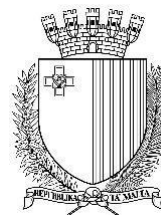


MINISTERU GĦALL-POLITIKA SOĊJALI U L-FAMILJA
310, PALAZZO FERRERIA, TRIQ IR-REPUBBLIKA VALLETTA

Dmirijiet u responsabbiltajiet

- i. Imexxi l-analiżi ta' dossiers u kwistjonijiet tekniċi li jkunu qed jiġu diskussi fil-livell tal-UE jew f'livell internazzjonali, b'mod partikolari dawk li jaqgħu taħt il-mandat tal-Kumitat għall-Protezzjoni Soċjali (SPC), tas-Sottogrupp tiegħu dwar l-Indikaturi (ISG), u ta' oqsma relatati mal-politika tal-protezzjoni soċjali u l-inkluzjoni soċjali, u jipprovdi pariri strateġiċi li jikkontribwixxu għall-formulazzjoni tal-pożizzjoni ta' Malta;
- ii. Jagixxi, kif dirett mid-Direttur, bħala l-Membru/Rappreżentant nominat ta' Malta jew fil-Kumitat għall-Protezzjoni Soċjali (SPC) jew fis-Sottogrupp dwar l-Indikaturi (ISG), u jirrappreżenta lil Malta fil-laqgħat, gruppi ta' hidma u fora relatati rilevanti;
- iii. Jiehu rwol ewlieni bħala Rappreżentant tal-SPC/ISG u jattendi laqgħat tal-SPC u/jew tal-ISG u fora Ewropej u internazzjonali rilevanti oħra li jsiru barra minn Malta, u jiżgura li l-pożizzjoni ta' Malta tiġi ppreżentata b'mod ċar, konsistenti u effettiv;
- iv. Imexxi l-koordinazzjoni tal-preparazzjoni tal-pożizzjoni ta' Malta dwar materji li jkunu qed jiġu kkunsidrati mill-SPC, l-ISG u korpi rilevanti oħra tal-UE, filwaqt li jiżgura konsultazzjoni f'waqtha u konsolidazzjoni tal-kontribut, kummenti, data u feedback tekniku meħtieġ mill-Ministeri, Dipartimenti, aġenziji, awtoritajiet u partijiet interessati rilevanti;
- v. Jiehu rwol ewlieni fil-preparazzjoni, il-koordinazzjoni u l-konsolidazzjoni ta' kontributi nazzjonali, kwestjonarji, twegibiet, dokumenti ta' pożizzjoni, kummenti, indikaturi, data u feedback ieħor mitlub mill-SPC, l-ISG, il-Kummissjoni Ewropea jew korpi rilevanti oħra tal-UE/internazzjonali, filwaqt li jiżgura li s-sottomissjonijiet ikunu preċiżi, koerenti u mwassla sal-iskadenzi meħtieġa;
- vi. Ihejji noti ta' briefing, punti għad-diskors, noti ta' sfond, rapporti u dokumentazzjoni oħra meħtieġa bi thejjija għal laqgħat u missjonijiet barra minn Malta, u jipprovdi s-segwitu meħtieġ wara tali laqgħat;
- vii. Jissorvelja l-iżviluppi, id-diskussjonijiet, ir-rakkomandazzjonijiet, il-kwistjonijiet speċifiċi għall-pajjiż, l-indikaturi u l-inizjattivi ta' politika li joħorġu mill-SPC, l-ISG u proċessi relatati tal-UE, u jivvaluta l-implikazzjonijiet tagħhom għal Malta u għall-oqsma ta' politika tal-Ministeru;
- viii. Imexxi l-abbozzar u l-iżvilupp ta' politiki, dokumenti strateġiċi, dokumenti ta' riċerka, pożizzjonijiet nazzjonali u outputs oħra ta' politika bl-użu ta' metodi xierqa ta' riċerka u analiżi;
- ix. Imexxi l-monitoraġġ u s-segwitu tal-obbligi u l-impenji li joħorġu minn strumenti tal-UE u internazzjonali, konklużjonijiet tal-Kunsill, rakkomandazzjonijiet, rekwiżiti ta' rappurtar u proċessi rilevanti oħra;
- x. Jipprovdi gwida u appoġġ lill-kollegi fi hdan id-Direttorat għall-Iżvilupp tal-Politika u l-Affarijiet Internazzjonali dwar materji ta' politika tal-UE u internazzjonali u jikkontribwixxi għat-tishih tal-kapaċità tad-Direttorat f'dawn l-oqsma;
- xi. Iwettaq kompiti oħra li minn żmien għal żmien jistgħu jiġu assenjati mis-Segretarju Permanenti;
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Principali.

Ministry	<i>Ministry for Social Policy and the Family</i>
Job Title	<i>Senior Manager</i>



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

Duties and Responsibilities

- i. Lead the analysis of dossiers and technical issues being discussed at EU or international level, particularly those falling within the remit of the Social Protection Committee (SPC), its Indicators Sub-Group (ISG), and related social protection and social inclusion policy areas, and provide strategic advice contributing to the formulation of Malta's position;
- ii. Act, as directed by the Director, as Malta's nominated Member/Representative on either the Social Protection Committee (SPC) or the Indicators Sub-Group (ISG), and represent Malta in the relevant meetings, working groups and related fora;
- iii. Take lead as SPC/ISG Representative and attend meetings of the SPC and/or ISG and other relevant European and international fora held abroad, and ensure that Malta's position is presented clearly, consistently and effectively;
- iv. Lead the coordination the preparation of Malta's position on matters being considered by the SPC, ISG and other relevant EU bodies, ensuring timely consultation and consolidation of the necessary input, comments, data and technical feedback from the relevant Ministries, Departments, agencies, authorities and other stakeholders;
- v. Take lead in the preparation, coordination and consolidation of national contributions, questionnaires, replies, position papers, comments, indicators, data and other feedback requested by the SPC, ISG, European Commission or other relevant EU/international bodies, ensuring that submissions are accurate, coherent and delivered within the required deadlines;
- vi. Prepare briefing notes, speaking points, background notes, reports and other documentation required in preparation for meetings and missions abroad, and provide the necessary follow-up after such meetings;
- vii. Monitor developments, discussions, recommendations, country-specific issues, indicators and policy initiatives emerging from the SPC, ISG and related EU processes, and assess their implications for Malta and for the Ministry's policy areas;
- viii. Lead the drafting and development of policies, strategic documents, research papers, national positions and other policy outputs using appropriate research and analytical methods;
- ix. Lead the monitoring and follow-up of obligations and commitments emanating from EU and international instruments, Council conclusions, recommendations, reporting requirements and other relevant processes;
- x. Provide guidance and support to colleagues within the Policy Development and International Affairs Directorate on EU and international policy matters and contribute to strengthening the Directorate's capacity in these areas;
- xi. Carries out other tasks that may, from time to time, be assigned by the Permanent Secretary;
- xii. Any other duties as directed by the Principal Permanent Secretary.