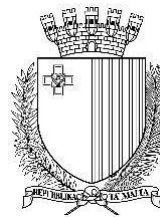


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Ministeru	<i>Ministeru għall-Politika Soċjali u l-Familja</i>
L-impjeg	<i>Manager I – (SPC and ISG) fid-Direttorat tal-Iżvilupp tal-Politika u Affarijiet Internazzjonali</i>

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

Dmirijiet u Responsabbiltajiet

- i. Janalizza dossiers u kwistjonijiet tekniċi li jkunu qed jiġu diskussi fil-livell tal-UE jew internazzjonali, partikolarment dawk li jaqgħu taħt ir-responsabbiltà tal-Kumitat għall-Protezzjoni Soċjali (SPC), is-Sottogrupp tiegħu dwar l-Indikaturi (ISG), u oqsma ta' politika relatati mal-protezzjoni soċjali u l-inkluzjoni soċjali, bil-għan li jikkontribwixxi għall-formulazzjoni tal-pożizzjoni ta' Malta;
- ii. Jattendi laqgħat tal-SPC, tal-ISG u fora Ewropej u internazzjonali oħra rilevanti li jsiru barra minn Malta, u jiżgura li l-pożizzjoni ta' Malta tiġi ppreżentata b'mod ċar, konsistenti u effettiv;
- iii. Jikkoordina t-tnejn tal-pożizzjoni ta' Malta dwar kwistjonijiet li jkunu qed jiġu kkunsidrati mill-SPC, l-ISG u korpi rilevanti oħra tal-UE, inkluż billi jitlob il-kontribut, il-kummenti, id-data u r-rispons tekniku meħtieġ mingħand il-Ministeri, id-Dipartimenti, l-aġenziji, l-awtoritajiet u partijiet interessati oħra rilevanti;
- iv. Ihejji, jikkoordina u jikkonsolida kontribuzzjonijiet nazzjonali, kwestjonarji, twegibiet, dokumenti ta' pożizzjoni, kummenti, indikaturi, data u rispons 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 jitwasslu fiż-żmien stipulat;
- v. Ihejji noti ta' informazzjoni, punti għad-diskors, noti ta' sfond, rapporti u dokumentazzjoni oħra meħtieġa bi tnejn għal-laqgħat u missjonijiet barra minn Malta, u jipprovdi s-segwitu meħtieġ wara tali laqgħat;
- vi. Isegwi 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 jevalwa l-implikazzjonijiet tagħhom għal Malta u għall-oqsma ta' politika tal-Ministeru;
- vii. Iwettaq riċerka dwar oqsma ta' politika nazzjonali, tal-UE u internazzjonali, inizjattivi u miżuri relatati mal-protezzjoni soċjali, l-inkluzjoni soċjali, l-impjegi, it-tnaqqis tal-faqar u kwistjonijiet relatati, u jhejji noti analitiċi kif meħtieġ;
- viii. Jikkontribwixxi għall-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. Isegwi u jagħmel segwitu dwar obbligi u impenji li joħorġu minn strumenti tal-UE u internazzjonali, konklużjonijiet tal-Kunsill, rakkomandazzjonijiet, rekwiżiti ta' rapportar u proċessi rilevanti oħra;
- x. Jagħxi bħala l-punt ta' kuntatt/interlokutur tal-Ministeru dwar dossiers assenjati tal-UE u internazzjonali u jiżgura t-tixrid internettiv ta' informazzjoni rilevanti u azzjonijiet ta' segwitu;
- xi. Jikkontribwixxi għall-monitoraġġ u l-evalwazzjoni ta' politiki, strateġiji, miżuri u inizjattivi, inkluż permezz tal-iżvilupp u l-użu ta' għodod xierqa ta' monitoraġġ, data u statistika meħtieġa għar-rapportar nazzjonali u tal-UE;
- xii. Jikkoordina u jikkontribwixxi għal proġetti, inizjattivi, studji u attivitajiet oħra relatati mal-ħidma tad-Direttorat, inkluż fejn dawn ikunu appoġġati permezz ta' strumenti ta' finanzjament tal-UE jew oħrajn;
- xiii. Jirrappreżenta lill-Ministeru f'konferenzi, laqgħat, seminars u avvenimenti oħra nazzjonalment u barra minn Malta, kif meħtieġ, u jzomm relazzjonijiet ta' ħidma effettivi mal-istituzzjonijiet tal-UE, ma'

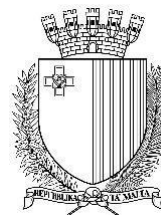
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organizzazzjonijiet internazzjonali u ma' kontropartijiet minn Stati Membri oħra;

- xiv. Ihejji rekords u rapporti f'waqthom tal-lagħhat li jkun attenda, inkluż il-konklużjonijiet ewlenin, id-deċiżjonijiet, it-talbiet għal azzjoni u l-implikazzjonijiet għal Malta, u jiżgura segwitu xieraq mal-partijiet interessati rilevanti;
- xv. Jaħdem bħala membru ta' tim u jipprovdi appoġġ lid-Direttorat tal-Iżvilupp tal-Politika u Affarijiet Internazzjonali dwar kwistjonijiet trasversali ta' politika, tal-UE u internazzjonali kif meħtieġ;
- xvi. Iwettaq kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha skont kif ikun meħtieġ;
- xvii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Prinċipali.

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Ministry	<i>Ministry for Social Policy and the Family</i>
Job Title	<i>Manager I – (SPC and ISG) in the Policy Development and International Affairs Directorate</i>



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

Duties and Responsibilities

- i. Analyse 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, with a view to contributing to the formulation of Malta's position;
- ii. Attend meetings of the SPC, ISG and other relevant European and international fora held abroad, and ensure that Malta's position is presented clearly, consistently and effectively;
- iii. Coordinate the preparation of Malta's position on matters being considered by the SPC, ISG and other relevant EU bodies, including by seeking the necessary input, comments, data and technical feedback from the relevant Ministries, Departments, agencies, authorities and other stakeholders;
- iv. Prepare, coordinate and consolidate 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;
- v. 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;
- vi. 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;
- vii. Carry out research on national, EU and international policy areas, initiatives and measures relating to social protection, social inclusion, employment, poverty reduction and related matters, and prepare analytical briefs as required;
- viii. Contribute to the drafting and development of policies, strategic documents, research papers, national positions and other policy outputs using appropriate research and analytical methods;
- ix. Monitor and follow up on obligations and commitments emanating from EU and international instruments, Council conclusions, recommendations, reporting requirements and other relevant processes;
- x. Act as the Ministry's contact point/interlocutor on assigned EU and international dossiers and ensure effective internal dissemination of relevant information and follow-up actions;
- xi. Contribute to the monitoring and evaluation of policies, strategies, measures and initiatives, including through the development and use of appropriate monitoring tools, data and statistics required for national and EU reporting;
- xii. Coordinate and contribute to projects, initiatives, studies and other activities related to the work of the Directorate, including where these are supported through EU or other funding instruments;
- xiii. Represent the Ministry in conferences, meetings, seminars and other events nationally and abroad, as required, and maintain effective working relationships with EU institutions, international organisations and counterparts from other Member States;

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- xiv. Prepare timely records and reports of meetings attended, including key conclusions, decisions, requests for action and implications for Malta, and ensure appropriate follow-up with the relevant stakeholders;
- xv. Act as a team player and provide support to the Policy Development and International Affairs Directorate on cross-cutting policy, EU and international matters as necessary;
- xvi. Undertakes any other tasks, which the superior may delegate to him/her as may be required;
- xvii. Any other duties as directed by the Principal Permanent Secretary.