

Anness A

Ministeru	Ministeru għall-Fondi Ewropej Djalogu Soċjali u Protezzjoni tal-Konsumatur
L-impjeg	Assistant Manager



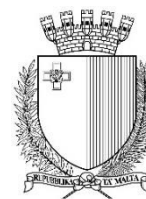
MINISTERU GĦALL-FONDI EWROPEJ
ID-DJALOGU SOĊJALI U
L-PROTEZZJONI TAL-KONSUMATUR

Dmirijiet u Responsabbilitajiet

- i. Jieħu ħsieb il-koordinazzjoni tas-Segretarjat tat-Tribunal Industrijali u xogħol ieħor relatat;
- ii. Jassisti chairpersons tat-Tribunal Industrijali permezz ta' xogħol amministrattiv tal-każijiet tat-Tribunal;
- iii. Jattendi s-seduti tat-Tribunal Industrijali fil-Qorti;
- iv. Jikkollabora mal-partijiet kollha involuti fil-każijiet u jsegwi dak li jkun qed iseħħ;
- v. Jipprepara d-dokumenti sabiex jinħarġu t-taħrikiet tax-xhieda, u proċessi oħra fir-rigward tas-seduti tat-Tribunal Industrijali;
- vi. Jipprepara l-files u l-listi għas-seduti u jieħu n-noti waqt dawn is-seduti;
- vii. Iżomm is-sistema ta' informazzjoni tad-dipartiment u l-files aġġornati bl-iżvilupp tal-każijiet;
- viii. Ihejji r-rapportar annwali tal-Unit u rapportar ieħor sabiex jiġi inkluż fir-Rapport Annwali tad-Dipartiment jew jiġu ppreżentati lill-partijiet interessati;
- ix. Iżomm aġġornat dwar it-tibdil u l-proġetti li jseħħu mir-Riforma tat-Tribunal Industrijali u mill-operat, sabiex jimplimenta t-tibdil meħtieġ;
- x. Iwettaq kompiti oħra li, minn żmien għal żmien, jistgħu jiġu assenjati mid-Direttur Ġenerali (DIER), u mis-Segretarju Permanenti; u
- xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for European Funds, Social Dialogue and Consumer Protection
Job title	Assistant Manager



MINISTRY FOR EUROPEAN
FUNDS, SOCIAL DIALOGUE
AND CONSUMER PROTECTION

Duties and responsibilities

- i. Liaison for the co-ordination of the Industrial Tribunal Secretariat and associated operations;
- ii. Assisting the Industrial Tribunal chairpersons with regards to the administrative work of the cases;
- iii. Attends the sittings of the Industrial Tribunal at the Court;
- iv. Liaising between all the parties involved in the cases and ensuring follow-ups;
- v. Preparing documents for the summoning of witnesses and for other processes with regards to the Industrial Tribunal sittings;
- vi. Preparing files and lists for the sittings and taking notes during such sittings;
- vii. Updating the department's information system and updating files in view of the ongoing developments of cases;
- viii. Drafting the Unit's annual reporting and other reporting, to be included in the Department's Annual Report or to be presented to stakeholders;
- ix. Keeping abreast with any changes and projects resulting from the Industrial Reform and operations, so as to implement the necessary changes;
- x. Carries out other tasks that may, from time to time, be assigned by the Director General (DIER) and, by the Permanent Secretary; and
- xi. Any other duties as directed by the Principal Permanent Secretary.