

Annex A

Ministeru	Ministeru għall-Intern u s-Sigurtà
L-Impjieg	Manager I (EMPACT – <i>European Multidisciplinary Platform Against Criminal Threats</i> - Support)



MINISTERU GĦALL-INTERN U S-SIGURTA'

35, TRIQ L-IFRAN, VALLETTA

a

Dmirijiet u Responsabbiltajiet

- i. Jimmonitorja l-iżviluppi tal-EMPACT; jikkollabora biex jiġbor, jirrevedi u jiċċirkola d-dokumentazzjoni rilevanti tal-UE u jagħti pariri lill-Koordinatur Nazzjonali tal-EMPACT u uffiċjali oħra.
- ii. Jallerta u jirrakkomanda fil-ħin lill-Koordinatur Nazzjonali tal-EMPACT fuq kwistjonijiet li jehtieġu risposta Maltija u jappoġġja l-iżvilupp tal-pożizzjoni ta' Malta.
- iii. Jirrappreżenta lil Malta fi gruppi ta' hidma tal-Kunsill u f'fora oħra tal-UE li jitrattaw kwistjonijiet relatati mal-EMPACT, billi jippreżenta l-pożizzjoni ta' Malta u jipparteċipa fid-diskussjonijiet skont l-istruzzjonijiet tal-Koordinatur Nazzjonali tal-EMPACT u l-briefs rilevanti.
- iv. Tistabbilixxi netwerks fil-komunitajiet ta' COSI u EMPACT u tinvolvihom b'mod attiv fil-promozzjoni tal-pożizzjoni ta' Malta.
- v. Jikkomunika l-iżviluppi lill-Attaché tal-Pulizija fil-Representanza Permanenti ta' Malta għall-UE u lill-uffiċjal responsabbli għall-EMPACT fil-Ministeru għall-Affarijiet Interni, is-Sigurtà u x-Xogħol, u tagħti pariri dwar l-azzjonijiet ta' segwitu li għandhom jittiehdu, filwaqt li tinforma kif xieraq lill-Koordinatur Nazzjonali tal-EMPACT;
- vi. Jaħdem mill-qrib mal-unitajiet fir-Representanza Permanenti, il-Ministeru, id-Dipartiment tal-Koordinazzjoni tal-UE u l-Korp tal-Pulizija ta' Malta, u jipprovdi input espert fir-rigward tal-pożizzjonijiet ta' Malta;
- vii. Jikkompila u jibgħat rapporti immedjament wara t-tlestija tal-laqgħat skont il-Lista ta' Distribuzzjoni approvata, kif ukoll javża bit-telefon lill-Koordinatur Nazzjonali tal-EMPACT, lill-Ministeru u lit-Technical Attaché f'każ ta' kwistjonijiet urġenti.
- viii. Jhejji Briefing Notes, Background Notes u Speaking Notes relatati mal-EMPACT kif meħtieġ.
- ix. Jwettaq riċerka u xogħol analitiku relatat mal-EMPACT, u jipprovdi pariri bbażati fuq evidenza.
- x. Jappoġġja lin-National EMPACT Coordinator u lis-Superintendent responsabbli tal-International Relations Unit kif meħtieġ.
- xi. Iwettaq xogħol ieħor assenjat mill-Koordinatur Nazzjonali tal-EMPACT, is-Surintendent tal-IRU u l-Maniġer tal-Bureau tal-Koordinazzjoni tal-Pulizija għall-Affarijiet Ġustizzja u Interni tal-UE, inkluż li jkopri lill-Koordinatur Nazzjonali tal-EMPACT jew kwalunkwe punt ta' kuntatt nazzjonali tal-EMPACT f'ċirkustanzi eċċezzjonali lil hinn mir-rwoli rispettivi elenkati; il-Bureau għandu jappoġġja lill-IRU fl-operazzjonijiet ġenerali tiegħu filwaqt li jassisti fir-rappreżentazzjoni ta' Malta, b'mod partikolari tal-Korp tal-Pulizija ta' Malta, fil-fora rilevanti.
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Home Affairs and Security
Job title	Manager I (EMPACT – <i>European Multidisciplinary Platform Against Criminal Threats</i> - Support)



MINISTRY FOR HOME AFFAIRS AND SECURITY

35, OLD BAKERY STREET, VALLETTA

Duties and Responsibilities

- i. Monitor EMPACT developments; collect, review and circulate relevant EU documentation and advise the National EMPACT Coordinator and other officials;
- ii. Promptly alert and advise the National EMPACT Coordinator on issues needing a Maltese response; help develop Malta's position;
- iii. Represent Malta in Council working groups and other EU fora dealing with EMPACT matters, putting forward Malta's position and participating in discussions in accordance with instructions by the National EMPACT Coordinator and relevant briefs;
- iv. Establish networks within the COSI and EMPACT communities and actively lobbying them with the Malta position;
- v. Communicate developments to the Police Attaché within the Permanent Representation of Malta to the EU and the officer responsible for EMPACT within the Ministry for Home Affairs, Security and Employment, and advise on follow-up action to be taken, duly informing the National EMPACT Coordinator as appropriate;
- vi. Work closely with the units at the Permanent Representation, Ministry, EU Coordination Department and the Malta Police, and providing expert input with regard to the Malta positions;
- vii. Compile and send reports immediately after the completion of meetings in line with the approved Distribution List as well as alerting, by telephone, the National EMPACT Coordinator, the Ministry and the Technical Attaché in the event of immediate issues;
- viii. Drawing up Briefing Notes and Background Notes and Speaking Notes related to EMPACT as and when required;
- ix. Conduct EMPACT research and analytical work, providing evidence-based advice;
- x. Support the National EMPACT Coordinator and Superintendent in charge of the International Relations Unit as necessary;
- xi. Carrying out other work assigned by the National EMPACT Coordinator, Superintendent IRU and the Police EU JHA Coordination Bureau Manager, including covering for the National EMPACT Coordinator or any National EMPACT contact point in the case of exceptional circumstances beyond the listed respective role remits, the Bureau shall support the IRU in its overall operations while assisting to represent Malta, specifically the Malta Police Force in the relevant fora.
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Any other duties as directed by the Principal Permanent Secretary.

Ministry for Home Affairs and Security

35, OLD BAKERY STREET, VALLETTA

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