

Anness A



Ministeru	Uffiċju tad-Deputat Prim Ministru u Ministru għas-Sahħa
L-impjeg	Manager II

OFFICE of THE DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jassisti lid-Direttur għall-Affarijiet Internazzjonali u l-Iżvilupp tal-Politika f'kompiti relatati mal-koordinazzjoni u l-ġestjoni tal-partecipazzjoni tal-Ministeru fl-istrutturi u l-proċessi tal-UE u jiżgura koordinazzjoni effettiva tal-kwistjonijiet kollha relatati mal-UE ma l-entitajiet interni u esterni kollha;
- ii. Jiżgura li d-dokumentazzjoni relatata mal-qasam ta' politika tad-Dipartiment tingabar u tinhażen f'konformità mal-politiki tad-Direttorat u r-rekwiżiti tal-GDPR;
- iii. Ikun responsabbli għall-oqsma assenjati, id-diversita ta' suġġett tagħhom flimkien mad-diskussjonijiet rilevanti f'livell nazzjonali, tal-UE u internazzjonali biex jikkoordina il-pożizzjoni xierqa fost diversi entitajiet interni u esterni;
- iv. Jassisti u jikkoordina t-tnejja u l-formulazzjoni f'waqthom ta' Memoranda u kwistjonijiet rilevanti meħtieġa għal-laqgħat regolari tal-Kumitat Interministerjali għall-Affarijiet tal-UE;
- v. Jassisti u jikkoordina t-tnejja f'waqtha u l-formulazzjoni ta' noti ta' istruzzjoni u noti ta' informazzjoni meħtieġa għal-laqgħat ta COREPER I u COREPER II, laqgħat tal-Kunsill tal-UE u Gruppi ta' Hidma tal-Kummissjoni Ewropea, kif ukoll kwalunkwe laqgħa relatata oħra;
- vi. Jassisti u jikkoordina t-tnejja f'waqtha u l-formulazzjoni ta' Briefs fir-rigward ta' laqgħat li jsiru fuq livell internazzjonali/fora u kwalunkwe laqgħa oħra li għaliha jattendu l-Ministru u s-Segretarju Parlamentari
- vii. Iwettaq riċerka regolari dwar suġġetti relatati, kif jkun meħtieġ;
- viii. Ixxerred riċerka jew kwalunkwe rapport u informazzjoni oħra lill-manigment superjuri fi ħdan id-Dipartiment u lil kwalunkwe entità interna jew esterna rilevanti;
- ix. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- x. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Manager II



OFFICE of THE DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Assist Director International Affairs and Policy Development in tasks related to the coordination and management of the Ministry's participation in EU structures and processes and ensuring effective coordination of all EU-related matters across all internal and external entities;
- ii. Ensures that documentation related to the Department's policy area is collated and stored in line with the Directorate's policies and GDPR requirements;
- iii. Being responsible for the areas assigned, their various spectrum of subject matter along with the relevant discussions at a national, EU and international level to coordinate the appropriate position amongst various internal and external entities;
- iv. Assisting and coordinating the timely preparation and formulation of Memoranda and relevant issues required for the regular meetings of the Inter-Ministerial Committee on EU Affairs;
- v. Assisting and coordinating the timely preparation and formulation of instruction notes and briefing notes required for COREPER I and COREPER II meetings, meetings of the Council of the EU and European Commission Working Groups, as well as any other related meetings;
- vi. Assisting and coordinating the timely preparation and formulation of Meeting briefs with regard to meetings held on an international level/fora and any other meetings attended by the Minister and Parliamentary Secretary
- vii. Conducts regular research on related topics, as necessary;
- viii. Disseminates research or any other reports and information to senior management within the Department and any relevant internal or external entities;
- ix. Undertakes any other tasks, which the superior may delegate to him/her, as required;
- x. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretaries;
- xi. Any other duties as directed by the Principal Permanent Secretary.