

Anness A



Ministeru	<i>Ministeru għall-Ekonomija, Teknoloġija u Proġetti Strateġiċi</i>
L-impjeg	<i>Manager II</i>

MINISTERU GĦALL-EKONOMIJA, TEKNOLOĠIJA U
PROĠETTI STRATEĠIĊI

Dmirijiet u responsabbiltajiet

- i. Jimmonitorja, jirriċerka, janalizza u jirrapporta regolarment dwar żviluppi fil-politika tal-UE f'oqsma assenjati inklużi websajts u midja relatati mal-UE, sabiex jikkontribwixxi għall-iżvilupp ta' politika olistika u integrata tal-Ministeru u jappoġġja lid-direttorat fl-iżvilupp ta' dokumenti relatati mal-UE u pożizzjonijiet politiċi;
- ii. Jimmonitorja mill-qrib il-proċess tat-teħid ta' deċiżjonijiet tal-UE billi jeżamina proposti u proposti emendati, hekk kif diskussi fi ħdan il-Kummissjoni, il-Kunsill u l-Parlament Ewropew, kif ukoll jikkonsulta, jipprova pariri u gwida lid-Direttorat dwar il-pożizzjoni li għandha tiġi addottata;
- iii. Ifassal f'waqtu rapporti ta' Tagħrif u Sfond, Noti ta' Spjegazzjoni, Noti ta' Istruzzjoni, Noti ta' Taħdit għal Laqgħat Ministerjali-Gruppi ta' Hidma tal-Kunsill, COREPER, Laqgħat tal-Kumitati, Gruppi ta' Hidma tal-Kummissjoni jew kwalunkwe laqgħat oħra tal-UE jew internazzjonali;
- iv. Ihejji sommarji li jaqgħu taħt il-Ministeru, inkluż (imma mhux biss) fuq Komunikazzjonijiet, Direttivi, Regolamenti u dokumenti oħra relatati ma' setturi speċifiċi kif indikat mid-Direttur/Assistent Direttur u dan sabiex jiżgura li l-pożizzjoni tal-Ministeru hija riflessa f'dawn ir-rapporti u noti ta' struzzjoni;
- v. Isegwi obbligi li jhorgu mil-leġiżlazzjoni tal-UE inklużi traspożizzjonijiet, obbligi internazzjonali oħra jew kwalunkwe obbligi oħra li jaqgħu taħt ir-responsabbiltà tal-Ministeru;
- vi. Jiżviluppa konsultazzjoni u kollaborazzjoni effettiva ma' dipartimenti u entitajiet, kif ukoll ma' Ministeri tal-Gvern u partijiet interessati esterni, sabiex jikkontribwixxi lejn it-tnejn u l-konsolidazzjoni tal-pożizzjoni ta' Malta dwar azzjonijiet leġiżlattivi u ta' politika tal-UE u Internazzjonali, kif assenjati mid-Direttur u l-Assistent Direttur, u jassisti biex jiżgura li l-obbligi relatati tal-Ministeru jiġu implimentati fil-ħin;
- vii. Jikkonsulta u jzomm laqgħat mal-Ministeri oħra sabiex jinstabu kompromessi dwar oqsma ta' politika konfliġġenti billi jwettaq ir-riċerka, l-analiżi meħtieġa u sussegwentement billi jiftiehem b'mod bilaterali dwar triq oħra ta' kompromess;
- viii. Jiżgura livell għoli ta' komunikazzjoni ma' direttorati, dipartimenti u entitajiet oħra fil-kompetenza tal-Ministeru, biex iżżommhom infurmati dwar l-iżviluppi rilevanti tal-UE u biex jidentifika u jimmarka kwistjonijiet ewlenin;
- ix. Jikkoordina l-konsultazzjonijiet ma' partijiet interessati tal-Gvern u daww pubbliċi relatati mal-qasam ta' responsabbiltà kif u meta meħtieġ;
- x. Jattendi laqgħat, konferenzi u seminars kif meħtieġ (kemm lokali kif ukoll barra l-pajjiż), isegwi u jirrapporta r-riżultati;
- xi. Iwettaq kull xogħol ieħor li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;
- xii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for the Economy, Technology and Strategic Projects</i>
Job title	<i>Manager II</i>



MINISTRY FOR THE ECONOMY, TECHNOLOGY AND
STRATEGIC PROJECTS

Duties and responsibilities

- i. Regularly monitors, researches, analyses and reports on developments in EU policy in assigned areas, including EU-related websites and media, in order to contribute towards the development of a holistic and integrated Ministry policy and to support the directorate in developing EU-related papers and policy positions;
- ii. Closely monitors the decision-making process, including examination of proposals and amended proposals being discussed within the Commission, Council and European Parliament, consults, provides advice and guidance to the Directorate on the position to be adopted;
- iii. Drawing up in a timely manner, accurate Briefing and Background Reports, Explanatory Notes, Instruction Notes, Speaking Notes for Ministerial Meetings, Council Working Parties, COREPER, Committee Meetings, Commission Working Groups or any other EU or international Meetings;
- iv. Drawing up of positions on dossiers pertaining to the Ministry's portfolio, including but not limited to Communications, Directives, Regulations and any such other documents with regard to specific areas as indicated by the Director/Assistant Director, ensuring that the Ministry's concerns are effectively factored into such reports and instruction notes;
- v. Follows up on obligations arising from EU legislation, including transpositions, other international obligations, or any other obligations that fall under the responsibility of the Ministry;
- vi. Develops effective consultation and collaboration with line departments and entities, Government Ministries and external stakeholders, so as to contribute towards the preparation and consolidation of Malta's position on EU and International legislative and policy actions, with respect to policy areas as assigned by the Director and Assistant Director, and assists to ensure that the Ministry's related obligations are implemented in a timely manner;
- vii. Consults and holds meetings with other Ministries in order to gather their positions on cross-cutting policy areas and also find compromises on conflicting policy issues by performing the necessary research, analysis and subsequently by bilaterally agreeing on a compromised way forward;
- viii. Ensures a high level of communication with other directorates, line departments and entities within the Ministry's remit, to keep them informed about relevant EU developments and to identify and flag key issues;
- ix. Coordinates stakeholder and public consultations related to the area of responsibility as and when required;
- x. Attends meetings, conferences and seminars as required (both locally and abroad), follow up and reports outcomes;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary.