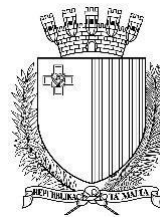


Annex A



Ministeru	<i>Ministeru għall-Politika Soċjali u l-Familja</i>
L-impjeg	<i>Security Officer</i>

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

Dmirijiet u Responsabbiltajiet

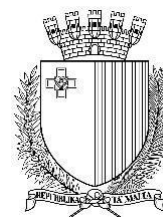
- i. Jissorvelja u jirrevedi l-proċeduri, il-protokollu u l-miżuri ta' kontroll tas-sigurtà sabiex tiġi żgurata l-protezzjoni tal-proprjetà, il-faċilitajiet, il-persunal u l-viżitaturi tal-Gvern.
- ii. Jamministra u jissorvelja l-arrangamenti għall-kontroll tal-aċċess, filwaqt li jiżgura li persunal, kuntratturi, viżitaturi u fornituri ta' servizzi awtorizzati biss jithallew jidhlu fil-bini tal-Ministeru u f'żoni ristretti.
- iii. Iwettaq kontrolli u spezzjonijiet tas-sigurtà fuq il-persunal, il-viżitaturi, il-kuntratturi, il-pakketti, it-tagħmir, il-basktijiet u oġġetti oħra li jidhlu jew joħorġu mill-bini tal-Ministeru, fejn meħtieġ.
- iv. Jikkoordina u jissorvelja l-arrangamenti għall-aċċess tal-vetturi fiż-żona ta' parkeġġ riżervata tal-Ministeru.
- v. Iwettaq spezzjonijiet tas-sigurtà u valutazzjonijiet tar-riskju regolari fil-bini u l-faċilitajiet tal-Ministeru, jidentifika vulnerabbiltajiet, theddid u perikli potenzjali, u jirrakkomanda azzjonijiet korrettivi fejn meħtieġ.
- vi. Izomm il-kustodja u l-kontroll taċ-ċwieviet, il-kards tal-aċċess, ir-registri tas-sigurtà u ż-żoni siguri, filwaqt li jiżgura li jkun hemm rekords u mekkaniżmi adegwati ta' responsabbiltà.
- vii. Jikkoordina mal-aġenziji tal-infurzar tal-liġi, is-servizzi ta' emerġenza, l-awtoritajiet tas-sigurtà tal-Gvern, il-kuntratturi u partijiet interessati oħra dwar kwistjonijiet relatati mas-sigurtà u l-ġestjoni tal-inċidenti.
- viii. Jikkoordina l-arrangamenti tas-sigurtà għall-attivitajiet ministerjali, żjarat uffiċjali, avvenimenti pubbliċi, impenji mal-midja, inizjattivi ta' involviment mal-komunità, attivitajiet immirati għall-familji, konferenzi u funzjonijiet oħra organizzati jew appoġġati mill-Ministeru.
- ix. Jikkoordina u jamministra t-tnejn u r-rekwiżiti operattivi tal-faċilitajiet għal-laqgħat, filwaqt li jiżgura l-organizzazzjoni effettiva ta' laqgħat, żjarat uffiċjali, konferenzi, konsultazzjonijiet mal-partijiet interessati u impenji uffiċjali oħra.
- x. Jassisti lill-manigment fil-valutazzjoni u l-mitigazzjoni tar-riskji operattivi, fiżiċi u tas-sigurtà li jaffettwaw lill-Ministeru, u jirrakkomanda miżuri biex jissahħu r-reżiljenza organizzattiva u l-kontinwità tal-operat.
- xi. Jissorvelja l-konformità mal-politiki tas-sigurtà tal-Gvern, il-proċeduri interni u r-rekwiżiti regolatorji applikabbli, u jirrakkomanda titjib fejn meħtieġ.
- xii. Jassisti fiż-żamma ta' ambjent tax-xogħol sikur, protett, ordnat u professjonali fil-bini kollu tal-Ministeru.

Annex A

- xiii. Jissorvelja, jikkoordina u jagħti direzzjoni lill-Gwardjani tas-Sigurtà u lil kwalunkwe persunal ieħor assenjat funzjonijiet relatati mas-sigurtà fi ħdan il-Ministeru, filwaqt li jiżgura l-implimentazzjoni konsistenti tal-proċeduri tas-sigurtà, l-istandards operattivi, il-miżuri ta' kontroll tal-aċċess, il-protokolli ta' rispons għall-emerġenzi u l-aħjar prattiki tas-sigurtà. L-Uffiċjal tas-Sigurtà għandu jissorvelja l-prestazzjoni, jalloka d-dmirijiet kif meħtieġ, jipprovdi gwida u appoġġ, jidentifika l-ħtiġijiet ta' taħriġ u jiżgura li l-persunal tas-sigurtà jwettaq ir-responsabbiltajiet tiegħu b'mod effettiv u professjonali skont il-politiki tal-Gvern u r-rekwiżiti tal-Ministeru.
- xiv. Jaqdi kwalunkwe dmir, responsabbiltà jew inkarigu ieħor relatat mal-ġestjoni tas-sigurtà, ir-reżiljenza operattiva, il-mitigazzjoni tar-riskju, l-ippjanar għall-emerġenzi, il-protezzjoni tal-assi u s-sigurtà organizzattiva, skont kif jiġi ordnat mis-Segretarju Permanenti jew minn uffiċjali għolja awtorizzati oħra.
- xv. Kwalunkwe dmir ieħor skont kif jiġi ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Social Policy and the Family</i>
Job Title	<i>Security Officer</i>



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

Duties and Responsibilities

- i. Monitor, and review security procedures, protocols, and control measures to ensure the protection of Government property, facilities, personnel and visitors.
- ii. Manage and oversee access control arrangements, ensuring that only authorised personnel, contractors, visitors, and service providers are permitted entry to Ministry premises and restricted areas.
- iii. Conduct security screening and inspections of personnel, visitors, contractors, packages, equipment, bags, and other items entering or leaving Ministry premises, where required.
- iv. Coordinate and monitor vehicle access arrangements in the reserved parking area of the Ministry.
- v. Conduct regular security inspections, and risk assessments of Ministry premises and facilities, identifying potential vulnerabilities, threats and hazards, and recommend corrective actions where necessary.
- vi. Maintain custody and control of keys, access cards, security registers, and secure areas, ensuring adequate records and accountability mechanisms are in place.
- vii. Liaise with law enforcement agencies, emergency services, Government security authorities, contractors, and other stakeholders on matters relating to security and incident management.
- viii. Coordinate security arrangements for ministerial activities, official visits, public events, media engagements, community outreach initiatives, family-oriented activities, conferences, and other functions organised or supported by the Ministry.
- ix. Coordinate and manage the preparation, and operational requirements of meeting facilities, ensuring the effective organisation of meetings, official visits, conferences, stakeholder consultations, and other official engagements.
- x. Assist management in the assessment and mitigation of operational, physical, and security risks affecting the Ministry, and recommend measures to strengthen organisational resilience and business continuity.
- xi. Monitor compliance with Government security policies, internal procedures, and applicable regulatory requirements, and recommend improvements where necessary.
- xii. Assist in maintaining a safe, secure, orderly, and professional working environment across all Ministry premises.
- xiii. Supervise, coordinate and provide direction to Security Guards, and any other personnel assigned security-related functions within the Ministry, ensuring the consistent implementation of security procedures, operational standards, access control measures, emergency response protocols, and security best practices. The Security Officer shall

Annex A

monitor performance, allocate duties as required, provide guidance and support, identify training needs, and ensure that security personnel carry out their responsibilities effectively and professionally in accordance with Government policies and Ministry requirements.

- xiv. Undertake any other duties, responsibilities, or assignments related to security management, operational resilience, risk mitigation, emergency planning, asset protection, and organisational security as directed by the Permanent Secretary or other authorised senior officials.
- xv. Any other duties as directed by the Principal Permanent Secretary.