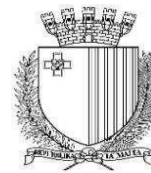


Ministeru	Ministeru għall-Intern u s-Sigurta'
L-Imjieg	Post ta' Assistant Manager (GBDVU) Uffiċċju tal-Prosekuzzjonijiet



MINISTERU GHALL-INTERN U S-SIGURTA'

35, TRIQ IL-FORN L-ANTIK, VALLETTA

Dmirijiet u Responsabbiltajiet

- i. Jassisti fit-tmexxija ta' kuljum tal-Uffiċċju tal-Prosekuzzjonijiet tal-GBDVU u jappoġġja l-ġestjoni effettiva tal-proċessi relatati mal-prosekuzzjonijiet;
- ii. Iwettaq dmirijiet relatati mal-preparazzjoni u l-ipproċessar ta' akkużi, taħrikiet, ċitazzjonijiet u dokumentazzjoni oħra tal-Qorti;
- iii. Jiżgura li l-fajls tal-prosekuzzjoni jkun fihom id-dokumentazzjoni kollha meħtieġa għall-proċeduri quddiem il-Qorti;
- iv. Jiżgura li jkun familjari mat-termini ta' preskrizzjoni u ma' skadenzi legali oħra sabiex jiġi żgurat l-ipproċessar u l-avvanz fil-ħin tal-każijiet;
- v. Jikkoordina u jippjana mal-awtoritajiet kompetenti tal-Qorti d-dati tas-seduti u arrangamenti amministrattivi oħra relatati;
- vi. Jipprepara u jżomm aġġornati l-fajls tal-każijiet, id-dokumentazzjoni tal-Qorti, ir-riferti, il-korrispondenza u rekords oħra meħtieġa għall-prosekuzzjonijiet u l-proċeduri ġudizzjarji;
- vii. Jikkoordina u jikkollabora mal-unitajiet tal-Korp tal-Pulizija, mal-Uffiċċju tal-Avukat Ġenerali, mal-Qrati tal-Ġustizzja, ma' Dipartimenti tal-Gvern u ma' entitajiet oħra sabiex jiffaċilita l-progress tal-każijiet;
- viii. Jassisti lill-uffiċjali prosekuturi u lis-superjuri fil-monitoraġġ tal-każijiet sabiex jiġi żgurat li dawn jimxu skont il-proċeduri u l-iskadenzi rilevanti;
- ix. Izomm rekords elettronici u fiżiċi b'mod preċiż filwaqt li jiżgura l-kunfidenzjalità, iż-żamma xierqa tar-rekords u l-konformità mar-rekwiżiti tal-protezzjoni tad-data;
- x. Jipprovdi informazzjoni u assistenza lill-vittmi, lix-xhieda u lill-partijiet ikkonċernati dwar il-proċeduri u s-servizzi disponibbli, filwaqt li jiżgura approċċ professjonali, rispettuż u ċċentrat fuq il-vittma;
- xi. Jassisti fil-ġbir u l-kumpilazzjoni ta' statistika, informazzjoni manigerjali, rapporti u dokumentazzjoni oħra meħtieġa mill-Uffiċċju;
- xii. Jipparteċipa f'laqgħat ta' każijiet, laqgħat inter-aġenziji u laqgħat oħra kif meħtieġ skont l-eżiġenzi tal-Uffiċċju;
- xiii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha kif ikun meħtieġ;
- xiv. Iwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.



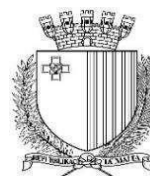
Ministry for Home Affairs and Security

35, Old Bakery Street

Valletta

Telephone: +356 25689200

Ministry	Ministry for Home Affairs and Security
Job title	Post of Assistant Manager (GBDVU) Prosecutions Office



MINISTRY FOR HOME AFFAIRS AND SECURITY

35, OLD BAKERY STREET, VALLETTA

Duties and Responsibilities

- i. Assists in the day-to-day running of the GBDVU Prosecution Office and supports the effective management of prosecution-related processes;
- ii. Carries out duties related to the preparation and processing of charges, citations, summons and other court documentation;
- iii. Ensures that prosecution files contain all the necessary documentation required for court proceedings;
- iv. Ensures that he/she is familiar with prescription periods and other legal timeframes to facilitate the timely processing and progression of cases;
- v. Co-ordinates and plans with the relevant Court Authorities the scheduling of court sittings and related administrative arrangements;
- vi. Prepares and maintains case files, court documentation, referrals, correspondence and other records required for prosecution and judicial proceedings;
- vii. Liaises with Police Units, the Office of the Attorney General, the Courts of Justice, Government Departments and other entities to facilitate the progression of cases;
- viii. Assists prosecutors and supervisory officers in monitoring cases and ensuring compliance with established procedures and deadlines;
- ix. Maintains accurate electronic and physical records, ensuring confidentiality, proper record keeping and compliance with data protection requirements;
- x. Provides information and assistance to victims, witnesses and other stakeholders regarding procedures and available services, whilst ensuring a professional and victim-centred approach;
- xi. Assists in the compilation of statistics, management information, reports and other documentation required by the Office;
- xii. Participates in case conferences, inter-agency meetings and other meetings as required by the exigencies of the Office;
- xiii. Undertakes any other tasks which his/her superior may delegate to him/her, as may be required;
- xiv. Carry out any other duties that may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Any other duties as directed by the Principal Permanent Secretary.



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