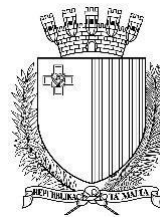


Annex A



Ministeru	<i>Ministeru għall-Politika Soċjali u l-Familja</i>
L-impjeg	<i>Manager I – (Strategija għall-Penzjonijiet) fid-Divizjoni għall-Istrategija u Implimentazzjoni</i>

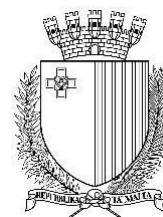
MINISTERU GĦALL-POLITIKA SOĊJALI U L-FAMILJA
310, PALAZZO FERRERIA, TRIQ IR-REPUBBLIKA, VALLETTA

Dmirijiet u Responsabbiltajiet

- i. Jassisti lill-manigment superjuri fl-abbozzar ta' miżuri ta' riċerka.
- ii. Jassisti fl-abbozzar ta' rapporti dwar l-istrategija tal-pensjonijiet, l-irtirar, miżuri relatati tas-Sigurtà Soċjali, il-kapaċità finanzjarja u oqsma simili li jhallu impatt dirett jew indirett fuq il-qafas tal-irtirar ta' Malta u l-implimentazzjoni tal-istrategija tal-kapaċità finanzjarja.
- iii. Jassisti fir-riċerka, inkluż fit-tfassil/immudellar, l-ittestjar u l-applikazzjoni Prattika ta' strumenti ta' riċerka marbuta mal-istrategija tal-pensjonijiet, il-kapaċità finanzjarja u oqsma relatati.
- iv. Jattendi t-taħriġ meħtieġ skont kif jiġi dirett mill-manigment superjuri, inkluż taħriġ għall-analisti tal-protezzjoni soċjali.
- v. Jassisti fil-ġbir, l-ipproċessar u l-validazzjoni tad-data sabiex titwettaq ir-riċerka u l-analiżi kif meħtieġ.
- vi. Jipparteċipa f'laqgħat regolari u avvenimenti oħra marbuta mal-istrategija tal-pensjonijiet u l-kapaċità finanzjarja.
- vii. Jorganizza u jassisti f'avvenimenti tad-dipartiment u avvenimenti tal-midja relatati mal-istrategija tal-pensjonijiet u l-kapaċità finanzjarja, kif meħtieġ.
- viii. Jabbozza rapporti u dokumenti oħra relatati mal-mandat tad-direttorat, kif meħtieġ.
- ix. Jirrappreżenta lid-direttorat u lill-Ministeru f'fora lokali u barranin, kif meħtieġ.
- x. Iwettaq komunikazzjoni u koordinazzjoni mal-partijiet ikkonċernati interni u esterni dwar kwistjonijiet relatati mal-istrategija tal-pensjonijiet u l-kapaċità finanzjarja.
- xi. Jimmonitorja regolarment, iwettaq riċerka u analiżi, u jirrapporta dwar żviluppi fil-politika tal-UE u dik internazzjonali fl-oqsma tal-pensjonijiet u l-irtirar, kif ukoll fl-oqsma tal-kapaċità finanzjarja, sabiex jikkontribwixxi għall-iżvilupp ta' politika Ministerjali olistika u integrata.
- xii. Isegwi l-obbligi li jirriżultaw mil-leġislazzjoni tal-UE, inklużi t-traspożizzjonijiet, obbligi internazzjonali oħra, jew kwalunkwe obbligu ieħor relatat mal-pensjonijiet u l-irtirar.
- xiii. Jassisti lill-manigment superjuri fit-tnejn u l-koordinazzjoni ta' laqgħat ma' Ministeri oħra u mal-partijiet ikkonċernati, inkluż il-ġbir tal-pożizzjonijiet tagħhom dwar oqsma ta' politika trasversali u l-identifikazzjoni ta' kompromessi dwar kwistjonijiet ta' politika kunfligġenti.
- xiv. Jattendi laqgħat, konferenzi u seminars kif meħtieġ (kemm lokalment kif ukoll barra minn Malta), jagħti segwitu u jirrapporta r-riżultati (inkluż it-teħid tal-minuti) lill-manigment superjuri;
- xv. Iwettaq kwalunkwe komputu ieħor li s-superjur jista' jiddelegalu kif ikun meħtieġ;
- xvi. Kwalunkwe dmir ieħor skont kif jiġi dirett mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Social Policy and the Family</i>
Job Title	<i>Manager I – (Pensions Strategy) within the Strategy and Implementation Division</i>



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

Duties and Responsibilities

- i. Assists the senior management with the drafting of research measures.
- ii. Assists with the drafting of reports on pension strategy, retirement, related Social Security measures, financial capability and similar areas directly and indirectly impacting Malta's retirement framework and financial capability strategy implementation.
- iii. Assists with the research, including the designing/modelling, testing and practical application of research instruments, linked to pension strategy, financial capability and related areas.
- iv. Attend the necessary training as directed by senior management, including social protection analyst training.
- v. Assists in the data collection, processing and validation to perform research and analyses as required.
- vi. Participate in regular meetings and other events tied to pension strategy and financial capability.
- vii. Organises and assists with departmental events and media events related to pension strategy and financial capability as required.
- viii. Drafts other reports and documents related to the remit of the directorate as necessary.
- ix. Represent the directorate and Ministry in local and foreign fora as required.
- x. Carries out communications and liaisons with internal and external stakeholders on pension strategy and financial capability related matters.
- xi. Regularly monitors, conducts research, analyses, and reports on developments in EU and International policy in the pension and retirement areas, as well as the Financial Capability areas in order to contribute towards the development of a holistic and integrated Ministry policy.
- xii. Follows up on obligations arising from EU legislation, including transpositions, other international obligations, or any other obligations related to pensions and retirement.
- xiii. Assists senior management in the preparation for and coordination of meetings with other Ministries and stakeholders, including the gathering of their positions on cross-cutting policy areas and identify compromises on conflicting policy issues.
- xiv. Attends meetings, conferences and seminars as required (both locally and abroad), follows up and reports (including minute-taking) outcomes to the senior management;
- xv. Undertakes any other tasks, which the superior may delegate to him/her as may be required;
- xvi. Any other duties as directed by the Principal Permanent Secretary.