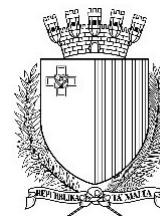


Anness A



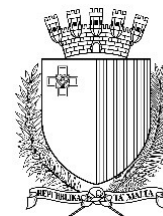
MINISTERU GHALL-INTERN U S-SIGURTÀ
201 TRIQ ID-DEJQ VALLETTA, MALTA

Ministeru	<i>Ministeru għall-Intern u s-Sigurtà</i>
L-impjeg	<i>Manager I</i>

Dmirijiet u responsabbiltajiet

- i. Iżżomm aġġornat mal-iżviluppi tal-UE u żviluppi internazzjonali rilevanti oħra relatati mal-qasam u r-responsabbiltajiet assenjati, tappoġġa lid-Direttur/Direttur Ġenerali fil-koordinazzjoni ta' dawn l-attivitajiet, u tikkomunika aġġornamenti sinifikanti;
- ii. Isegwi mill-qrib laqgħat relatati mal-qasam ta' responsabbilta' assenjat;
- iii. Ttipprovdi appoġġ b' kompiti relatati mas-segwitu u l-implimentazzjoni ta' proġetti ffinanzjati mill-UE fil-qasam ta' responsabbilta' assenjat.
- iv. Tissorvelja mill-qrib kwalunkwe kwistjoni u rekwiżiti amministrattivi mhux issodisfati u jagħmel rakkomandazzjonijiet xierqa lis-Supervisor/Direttur/Direttur Ġenerali;
- v. Tabbozza noti ta' istruzzjoni għall-korpi preparatorji tal-Kunsill (gruppi ta' ħidma u kunitati speċjali), gruppi ta' esperti u kunitati tal-Kummissjoni, jew kwalunkwe fora oħra tal-UE jew internazzjonali relatata mal-qasam ta' kompetenza ta' din il-pożizzjoni;
- vi. L-abbozzar ta' Briefing Notes fil-qasam tar-responsabbilta' tal-Kunsill għall-Affarijiet Interni u laqgħat Ministerjali oħra;
- vii. Tikkonsulta ma' entitajiet interni u esterni u Ministeri sekondarji rilevanti fit-tnejn ta' Memoranda ta' Spjegazzjoni u Memoranda ristretti;
- viii. Tassisti fl-abbozzar ta' briefs rilevanti għall-qasam ta' responsabbilta' għall-Ministru, Segretarju Permanenti, jew kwalunkwe Ministru/Segretarju Permanenti ieħor, fejn meħtieġ;
- ix. Tissorvelja l-osservanza tal-obbligi nazzjonali li joħroġu mil-leġislazzjoni tal-UE jew internazzjonali jew kwalunkwe obbligu ieħor rilevanti għall-qasam ta' responsabbilta' fi ħdan id-Direttorat;
- x. Tappoġġa lid-Supervisor/Director/Director Ġenerali fit-tfassil effettiv tal-politika billi twettaq tbassir u analiżi tar-riskju, skont il-politiki tal-Gvern Malti;
- xi. Tiparteċipa f' taħriġ/laqgħat li jsiru lokalment, online jew barra minn Malta
- xii. Iwettaq dmirijiet oħra li jistgħu jiġu assenjati mis-Supervisor, Direttur, Direttur Ġenerali, jew Segretarju Permanenti, kif jista' jkun meħtieġ;
- xiii. Twettaq dmirijiet oħra skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti ewlieni.

Annex A



MINISTRY FOR HOME AFFAIRS AND SECURITY
201, STRAIT STREET, VALLETTA, MALTA

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Manager I</i>

Duties and responsibilities

- i. Keeping abreast of EU and other relevant international developments related to the assigned area and responsibilities, supporting the Director/Director General in coordinating these activities, and communicating significant updates;
- ii. Following closely meetings related to the assigned area of responsibility;
- iii. Providing support with tasks related to the follow-up and implementation of EU-funded projects within the assigned area of responsibility.
- iv. Monitoring closely any issues and unmet administrative requirements and makes appropriate recommendations to the Supervisor/Director/Director General;
- v. Drafting Instruction Notes for Council preparatory bodies (working parties and special committees), Commission expert groups and committees, or any other EU or international fora related to this position's area of responsibility;
- vi. Drafting of Briefing Notes in the area of responsibility for the Home Affairs Council and other Ministerial meetings;
- vii. Consulting with internal and external entities and relevant secondary Ministries in the preparation of Explanatory Memoranda and Restricted Memoranda;
- viii. Assisting in the drafting of briefs relevant to the area of responsibility for the Minister, Permanent Secretary, or any other Minister/Permanent Secretary, where required;
- ix. Monitoring compliance with national obligations emanating from EU or international legislation or any other obligations relevant to the area of responsibility within the Directorate;
- x. Supporting the Supervisor/Director/Director General in effective policy formulation by conducting forecasting and risk analysis, in accordance with Maltese Government-wide policies;
- xi. Participate in training/meetings held locally, online or abroad;
- xii. Undertaking any other duties that may be assigned by the Supervisor, Director, Director General, or Permanent Secretary, as may be required;
- xiii. Carrying out any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.