

Anness A

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



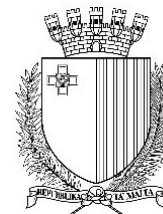
MINISTERU GĦALL-INTERN U S-SIGURTÀ
201 TRIQ ID-DEJQ VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jmexxi sessjonijiet informattivi ta' kuljum, laqgħat ta' livell għoli u l-koordinazzjoni bejn il-fergħat tal-Forzi Armati ta' Malta għall-Kmandant, filwaqt li jiżgura li l-Kmandant ikun ippreparat sew bid-direttivi, u n-noti meħtieġa.
- ii. Jamministra dokumenti kunfidenzjali u sensitivi billi jiżgura l-ħażna sigura tagħhom, li jkun hemm aċċess ikkontrollat kif ukoll proċeduri xierqa għad-distruzzjoni tagħhom. Jżomm kunfidenzjalità stretta dwar, kwistjonijiet relatati ma' persuni fi hdan il-FAM.
- iii. Jieħu ħsieb il-pjanijiet amministrattivi f'koordinazzjoni mill-qrib mal-Kmandant..
- iv. Jkun punt ta' riferiment mal-fergħat tal-FAM, mal-Ministeri tal-Gvern u ma' Dipartimenti ċivili jew militari oħra, kif ukoll juża l-għarfien tal-lingwi barranin sabiex jiffaċilita l-komunikazzjoni ma' entitajiet internazzjonali.
- v. Jirreġistra informazzjoni meħtieġa mis-superjuri biex ir-rapporti meħtieġa jkunu jistgħu jiġu kkompilati.
- vi. Jikkoordina l-volum tax-xogħol amministrattiv ta' kuljum u jagħti appoġġ kif meħtieġ.
- vii. Jipprepara l-aġendi, jirriserva l-kmamar tal-konferenzi, jiżgura li l-persuni meħtieġa biex jattendu l-laqgħat kif ukoll id-dokumenti meħtieġa jkunu preżenti,
- viii. jikkoordina s-safar li jattendi l-Kmandant bħal itinerarji, l-laqgħat, it-trasport, kif ukoll l-ippjanar logistiku kif meħtieġ.
- ix. Jigbor ir-rapporti (PAR's) ta' l-uffiċċjale (Kurunelli) tal-FAM u jgħaddihom lil Kmandant biex ikun jista' jhejji l-assessjar annwali kif meħtieġ.
- x. Jikkomunika mal-Kurunelli u jikkoordina appuntament individwali magħhom biex jiffirmaw l-assessjar li jkun inagħatha lilhom mill-Kmandant.
- xi. Jikkumpila rapport dettaljat ta' l-assessjar finali mill-Kmandant biex jintbagħat lil Ministeru (MHS).
- xii. Jwettaq kwalunkwe dmir jew responsabbiltà oħra li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti.

Annex A

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



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

Duties and responsibilities

- i. Manages the Commander's daily briefings, inspections, high-level meetings, and inter-branch coordination, ensuring the Commander is well prepared with required files, directives, intelligence notes, and background material.
- ii. Manages confidential and sensitive operational documents by ensuring secure storage, controlled access, and proper destruction procedures, while maintaining strict confidentiality regarding operations, personnel matters, and classified communications.
- iii. Monitors short- to medium-term administrative plans in close coordination with the Commander AFM.
- iv. Acts as the Commander AFM liaison with AFM branches, Units, Government ministries, and designated civilian or military points of contact, utilising foreign-language proficiency to support communication with international counterparts.
- v. Maintains management information logs to generate decision-ready reports for senior leadership.
- vi. Coordinates the workloads and performance of assigned executive, administrative, and support personnel.
- vii. Prepares agendas, book conference rooms, ensure required personnel and documents are present, and compile background material for internal and external meetings.
- viii. Coordinates itineraries, escorts, transport, and overseas travel for the Commander AFM, including logistical planning.
- ix. Gathers the PARs of the AFM high ranking officers and hands them in to the Commander AFM for his final annual assessment.
- x. Communicates with the AFM high ranking officers to confirm and sign their PAR assessment.
- xi. Compiles a detailed report related to the final PAR assessment to be sent to the Ministry (MHS)
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xiv. Any other duties as directed by the Principal Permanent Secretary.