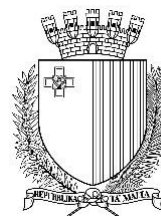


Anness A

Ministeru	Ministeru għall-Infrastruttura, l-Ippjanar u x-Xogħol
L-impjieg	Manager II



MINISTERU GĦALL-INFRASTRUTTURA, L-IPPJANAR U X-XOGĦOL

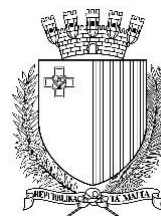
BLOKK B, TRIQ FRANCESCO BUONAMICI, II-FURJANA, FRN 1700

Dmirijiet u responsabbiltajiet

- i. Iżomm aġġornat mal-iżviluppi tal-UE u żviluppi internazzjonali rilevanti oħra relatati mal-qasam u rresponsabbiltajiet assenjati, jappoġġa lid-Direttur/Direttur Ġenerali fil-koordinazzjoni ta' dawn l-attivitajiet, u jikkomunika aġġornamenti sinifikanti;
- ii. Iwettaq reviżjoni bir-reqqa tal-liġi proposta tal-UE fil-qasam rilevanti, bl-appoġġ mis-Supervizuri;
- iii. Isegwi mill-qrib laqgħat relatati mal-qasam ta' responsabbiltà assenjata, inkluż il-koordinazzjoni tal-pożizzjonijiet li għandhom jiġu adottati minn Malta, u l-abbozzar ta' Instruction Notes għall-korpi preparatorji tal-Kunsill (gruppi ta' hidma u kumitati speċjali), gruppi ta' esperti u kumitati tal-Kummissjoni, jew kwalunkwe fora oħra tal-UE jew internazzjonali relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;
- iv. Jikkoordina l-pożizzjoni li għandha tiġi adottata minn Malta, u l-abbozzar ta' Briefing Notes fl-oqsma ta' responsabbiltà tal-Ministeru u laqgħat Ministerjali oħra;
- v. Jikkordina mad-Dipartiment tal-Koordinazzjoni tal-UE, ir-Rappreżentanza Permanenti ta' Malta għall-UE u l-Ministeru responsabbli għall-Affarjiet Barranin dwar kwistjonijiet relatati mal-pożizzjoni Maltija kif u meta meħtieġ;
- vi. Jikkonsulta ma' entitajiet interni u esterni u Ministeri sekondarji rilevanti fit-tnejn ta' Memoranda ta' Spjegazzjoni u Memoranda ristretti;
- vii. Jaġġmel abbozzar ta' briefs rilevanti għall-qasam ta' responsabbiltà għall-Ministru, Segretarju Permanenti, jew kwalunkwe Ministru/Segretarju Permanenti ieħor, fejn meħtieġ;
- viii. Jissorvelja l-osservanza tal-obbligi nazzjonali li joħroġu mil-legiżlazzjoni tal-UE jew internazzjonali jew kwalunkwe obbligu ieħor rilevanti għall-qasam ta' responsabbiltà fi ħdan id-Direttorat;
- ix. Jissorvelja t-traspożizzjoni effettiva tal-liġi tal-UE adottata relatata mal-qasam assenjat, u l-implimentazzjoni effiċjenti, effettiva u f'waqtha tal-liġi adottata, li tista' tinkludi assistenza fl-abbozzar ta' strateġiji u proċeduri operattivi standard;
- x. Jappoa lis-Supervisor/Direttur/Direttur Ġenerali fit-tfassil effettiv tal-politika billi jwettaq tbassir u analizi tar-riskju, skont il-politiki tal-Gvern Malti;
- xi. Jipparteċipa f'laqgħat u taħriġ, f'Malta, online jew barra minn Malta, relatati ma' daww l-oqsma ta' responsabbiltà, u fejn meħtieġ, f'laqgħat bilaterali ma' Stati Membri oħra;
- xii. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ikun meħtieġ; u
- xiii. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Anness A

Ministeru	Ministry for Infrastructure, Planning and Employment
Job Title	Manager II



MINISTRY FOR INFRASTRUCTURE, PLANNING AND EMPLOYMENT
BLOCK B, FRANCESCO BUONAMICI STREET, FLORIANA, FRN 1710

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. Conducts thorough review of proposed EU law in the relevant area, with support from the Supervisors;
- iii. Following closely meetings related to the assigned area of responsibility, including the coordination of the positions to be adopted by Malta, and the drafting of 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;
- iv. Coordinates the position to be adopted by Malta, and the drafting of Briefing Notes in the areas of responsibility of the Ministry and other Ministerial meetings;
- v. Coordinates with the EU Coordination Department, the Permanent Representation of Malta to the EU and the Ministry responsible for Foreign Affairs on issues related to the Maltese position as and when required;
- vi. Consults with internal and external entities and relevant secondary Ministries in the preparation of Explanatory Memoranda and Restricted Memoranda;
- vii. Drafts briefs relevant to the area of responsibility for the Minister, Permanent Secretary, or any other Minister/Permanent Secretary, when required;
- viii. Monitors compliance with national obligations emanating from EU or international legislation or any other obligations relevant to the area of responsibility within the Directorate;
- ix. Monitors the effective transposition of the adopted EU law related to the assigned area, and the efficient, effective and timely implementation of the adopted law, which may include assisting in the drafting of strategies and standard operating procedures;
- x. Supports the Supervisor/Director/Director General in effective policy formulation by conducting forecasting and risk analysis, in accordance with Maltese Government-wide policies;
- xi. Participates in meetings, in Malta, online or abroad, related to those areas of responsibility, and where necessary, in bilateral meetings with other Member States;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xiii. Undertakes any other duties as directed by the Principal Permanent Secretary.