

Ministeru	<i>Ministeru għall-Intern u s-Sigurtà</i>
L-Impjeg	<i>Assistant Manager (Communications)</i>



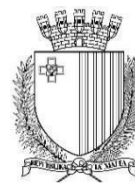
MINISTERU GĦALL-INTERN, U S-SIGURTA'

35, TRIQ IL-FORN L-ANTK, VALLETTA

Dmirijiet u Responsabbiltajiet

- i. Iwettaq monitoraġġ ta' kuljum tal-midja, inkluż il-midja soċjali, b'mod partikolari tal-aħbarijiet, ittri u kolonni ta' opinjoni li jkunu kritiċi lejn il-xogħol tal-Pulizija;
- ii. Ifassal u joħroġ Stqarrijiet għall-Istampa, Sejħiet għall-Istampa u Drittijiet ta' Twegiba;
- iii. Jieħu fieseb il-manutenzjoni u l-aġġornament ta' Ċentru tar-Riżorsi, inklużi s-sistema tal-arkivjar u/jew id-database tal-artikli tal-gazzetti kif ukoll il-librerija tar-ritratti u tal-vidjows;
- iv. Jikkoordina intervisti u servizzi speċjali mal-midja;
- v. Jikkoordina u jzomm kuntatt mal-Uffiċjal tal-Midja, mal-Uffiċjali tad-Distretti u/jew mal-Uffiċjali Investigattivi sabiex tiġi vverifikata l-informazzjoni qabel ma tingħata lill-midja;
- vi. Jipproċessa talbiet għal informazzjoni li jaslu kemm mill-midja kif ukoll mill-pubbliku;
- vii. Jamministra, iżomm aġġornati u jiżgura t-tħaddim tas-sit elettroniku tal-Korp tal-Pulizija u l-paġni tiegħu fuq il-midja soċjali;
- viii. Jissorvelja u jipprovdi gwida lill-uffiċjali li jagħmlu parti mir-responsabbilta tiegħu;
- ix. Jiżgura l-eżattezza u l-affidabbiltà tal-informazzjoni qabel il-pubblikazzjoni jew it-tixrid tagħha;
- x. Ikollu hliet tajbin ta' komunikazzjoni u kapaċità li jaħdem b'mod effettiv fi hdan tim;
- xi. Ikun kapaċi jimmaniġġja informazzjoni sensittiva b'responsabbiltà, diskrezzjoni u kunfidenzjalità.
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Iwettaq 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 Ewlieni.

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Assistant Manager (Communications)</i>



MINISTRY FOR HOME AFFAIRS AND SECURITY

35, OLD BAKERY STREET, VALLETTA

Duties and Responsibilities

- i. Carry out daily monitoring of media including social media, especially news items, letters and opinion columns which are critical to police practice;
- ii. Write and issue Press Releases, Press Calls and Right of Replies;
- iii. Carry out the upkeeping of the Resource Centre, including filing system/database of newspaper cuttings, as well as the photo and video library;
- iv. Coordinate interviews and special features with the media;
- v. Liaison with Media officer, District and/or Investigating officers in vetting information prior to informing the media;
- vi. Process requests for information from both the media and the public;
- vii. Manage and ensures the upkeep of the police website and its social media pages;
- viii. Supervise and provide guidelines to subordinates under his/her responsibility;
- ix. Ensure the accuracy and trustworthiness of information prior to its publication or its dissemination;
- x. Possess good communication and effective teamwork skills;
- xi. Is able to handle sensitive information responsibly with discretion and confidentiality;
- 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.