Anness A

Ministeru	*Ministeru għall-Ġustizzja, ir-Riċerka u l-Innovazzjoni*
L-impjieg	*Assistant Manager*

MINISTERU GĦALL-ĠUSTIZZJA, IR-RIĊERKA U L-INNOVAZZJONI
AUBERGE D'ARAGON, MISRAĦ INDIPENDENZA, VALLETTA VLT 1521

Dmirijiet u responsabbiltajiet

i. Jippjana, jimmaniġġja u jassisti fit-tmexxija ta' kuljum tad-Dipartiment li tittratta l-korrispondenza, il-komunikazzjoni ta' deċiżjonijiet, u kwalunkwe proċess amministrattiv ieħor kif meħtieġ;

ii. Jassisti fil-ġestjoni tar-riżorsi, filwaqt li jiżgura żamma preċiża ta' inventarji, rekords, u dokumentazzjoni relatati mal-assi u l-istokk tad-Dipartiment;

iii. Iżomm ruħu aġġornat, u jiżgura konformità mal-politiki u l-proċeduri ċentrali, jgħin fil-kontrolli perjodiċi tal-konformità u jassisti fit-tħejjija ta' rapport u azzjonijiet korrettivi rakkomandati;

iv. Jmexxi l-amministrazzjoni tas-servizzi tar-reġistru u l-ġestjoni tar-rekords, filwaqt li jiżgura li l-fajls fiżiċi u elettroniċi jkunu organizzati, arkivjati, disponibbli, u miżmuma kif suppost skont l-istandards tal-protezzjoni tad-data u l-kunfidenzjalità;

v. Iżomm u jaġġorna d-databases tad-Dipartimenti, filwaqt li jiżgura l-preċiżjoni, il-kompletezza, u l-allinjament mas-sistemi ċentrali fejn applikabbli;

vi. Jappoġġja d-Dipartiment fl-inizjattivi li jħarsu 'l quddiem, inkluż it-tħejjija, l-abbozzar, u l-pubblikazzjoni ta' kontenut fuq il-websajt u pjattaformi oħra, filwaqt li jiżgura l-preċiżjoni, r-rilevanza, u l-konsistenza mal-branding, il-messaġġi, u l-objettivi tad-Dipartiment;

vii. Jassisti fil-koordinazzjoni u l-iskedar ta' laqgħat, inizjattivi ta' komunikazzjoni, u appuntamenti mal-klijenti, inkluż tħejjija f'waqtha, teħid preċiż tal-minuti, monitoraġġ tal-progress, u dokumentazzjoni u azzjonijiet segwenti;

viii. Jikkomunika professjonalment mal-klijenti u partijiet interessati, iwieġeb għal mistoqsijiet personalment, bit-telefon jew bl-email, jiġbor id-data jew id-dokumentazzjoni meħtieġa, u jipprovdi informazzjoni preċiża skont il-proċeduri stabbiliti;

ix. Jgħin fi proċessi ta' komunikazzjoni interna u esterna, inkluż it-tħejjija ta' korrispondenza, l-abbozzar ta' dokumentazzjoni, u t-traċċar ta' talbiet għall-informazzjoni minn partijiet interessati Governattivi oħra jew dawk esterni;

x. Jgħin fi proġetti u inizjattivi li huma rilevanti għad-Dipartiment, inkluż monitoraġġ tal-progress biex jiżgura tlestija f'waqtha u żamma mar-riżorsi allokati, iżomm rekord tal-iskadenzi interni u esterni, jikkollabora mal-partijiet interessati u l-kontropartijiet, jidentifika kwistjonijiet

operattivi, u jipproponi soluzzjonijiet biex itejjeb il-kwalità tas-servizz u l-effiċjenza lill-maniġment superjuri kif meħtieġ;

xi. Jippromwovi u jikkontribwixxi b'mod attiv għal kultura ta' servizz ta' kwalità għolja, jaħdem b'mod kooperattiv fi ħdan it-tim b'appoġġ għall-objettivi tad-Dipartiment, u jsegwi attivitajiet ta' żvilupp professjonali kontinwu kif meħtieġ, filwaqt li jiżgura li l-klijenti jirċievu esperjenza effiċjenti, professjonali u orjentata lejn is-servizz skont l-etos tas-Servizz Pubbliku, u li l-istandards tal-protezzjoni tad-data, il-kunfidenzjalità u ż-żamma tar-rekords jiġu osservati.

xii. Iwettaq kwalunkwe dmir ieħor kif jistà jiġi assenjat mill-maniġment superjuri minn żmien għal żmien;

xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Justice, Research and Innovation*
Job title	*Assistant Manager*

MINISTRY FOR JUSTICE, RESEARCH AND INNOVATION
AUBERGE D'ARAGON, INDEPENDENCE SQUARE, VALLETTA VLT 1521

Duties and responsibilities

i. Plans, manages and assists with the day-to-day running of the Department, deals with correspondence, communicates decisions, and any other administrative processes as required;

ii. Assists in resource management, ensuring accurate upkeep of inventories, records, and documentation related to Departmental assets and stock;

iii. Keeps up to date, and ensures compliance with, central policies and procedures, supporting periodic compliance checks and assisting in the preparation of reports and recommended corrective actions;

iv. Oversees the administration of registry services and record management, ensuring that physical and electronic files are properly organised, archived, retrievable, and maintained in accordance with data protection and confidentiality standards;

v. Maintains and updates Departmental databases, ensuring accuracy, completeness, and alignment with central systems where applicable;

vi. Supports the Department's front-facing initiatives, including the preparation, drafting, and publication of content on the website and other platforms, ensuring accuracy, relevance, and consistency with Departmental branding, messaging, and objectives;

vii. Assists in the coordination and scheduling of meetings, outreach initiatives, and client appointments, including timely preparation, accurate minute taking, progress monitoring, and follow-up documentation and actions;

viii. Engages professionally with clients and stakeholders, responding to queries in person, by phone or email, collecting required data or documentation, and providing accurate information in line with established procedures;

ix. Supports internal and external communication processes, including preparing correspondence, drafting documentation, and tracking information requests from other Governmental or external stakeholders;

x. Supports projects and initiatives that are relevant to the Department, including monitoring progress to ensure timely delivery and adherence to allocated resources, keeping track of internal and external deadlines, liaising with stakeholders and counterparts, identifying operational issues, and proposing solutions to enhance service quality and efficiency to senior management as necessary;

xi. Promotes and actively contributes to a high-quality service culture, works cooperatively within a team environment in support of Departmental objectives, and follows continuous professional development activities as required, ensuring that clients receive an efficient, professional, and service-oriented experience in line with the ethos of the Public Service, and that data protection, confidentiality, and record-keeping standards are adhered to;

xii. Performs any other duties as may be assigned by senior management from time to time;

xiii. Any other duties as directed by the Principal Permanent Secretary.