Anness A

Ministeru	*Ministeru għall-Finanzi*
L-impjieg	*Spettur Anzjan tad-Dwana*

MINISTERU GĦALL-FINANZI
30, MAISON DEMANDOLS,
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Dmirijiet u Responsabbiltajiet

i. Immaniġjar u koordinazzjoni tax-xogħol fl-oqsma ta' responsabbiltà tiegħu/tagħha madwar l-Amministrazzjoni tat-Taxxa u d-Dwana ta' Malta, skont il-prijoritajiet u l-objettivi strateġiċi tad-Dipartiment;

ii. Monitoraġġ tal-attivitajiet fl-uffiċji u fl-istazzjonijiet operattivi, filwaqt li jiġi żgurat it-tħaddim effiċjenti tagħhom u l-ħarsien tal-interessi tal-Amministrazzjoni ;

iii. Implimentazzjoni tal-politika u l-proċeduri tad-Dipartiment u żgurar tal-osservanza tal-leġiżlazzjoni u r-regolamenti tal-UE u dawk nazzjonali;

iv. Jiġi żgurat il-ġbir effettiv tad-dħul dovut sabiex jiġu protetti l-baġits nazzjonali u tal-UE;

v. Jiġi żgurat li l-pubbliku, il-komunità tan-negozju u l-istaff jingħataw servizz effiċjenti, trasparenti u kordjali, inkluż billi l-mistoqsijiet jiġu indirizzati fil-ħin;

vi. Ippjanar, allokazzjoni u monitoraġġ tax-xogħol sabiex jintlaħqu l-istandards u l-aspettattivi ta' prestazzjoni meħtieġa;

vii. Immaniġjar effiċjenti tar-riżorsi umani, inkluż it-tisħiħ tal-kapaċitajiet, l-iżvilupp tal-istaff u l-kollaborazzjoni interfunzjonali;

viii. Jiġi żgurat li l-Kap Spettur jinżamm infurmat permezz ta' rapporti regolari u li kwalunkwe problema titressaq fil-ħin, flimkien ma' rakkomandazzjonijiet għal soluzzjonijiet effettivi;

ix. Skedar u parteċipazzjoni f'laqgħat regolari ta' tmexxija u żgurar tal-implimentazzjoni effettiva tad-deċiżjonijiet meħuda;

x. Ippjanar, organizzazzjoni u parteċipazzjoni f'Operazzjonijiet Konġunti tad-Dwana, inklużi operazzjonijiet relatati mal-evażjoni tat-taxxa u l-frodi transkonfinali;

xi. Assunzjoni tar-responsabbiltà ġenerali għall-bejgħ ta' oġġetti miżmuma, skont il-proċeduri stabbiliti u d-dispożizzjonijiet legali;

xii. Koordinazzjoni ta' dmirijiet legali u assistenza lill-Uffiċċju tal-Avukat Ġenerali u lill-Pulizija fi proċedimenti ċivili, kummerċjali u kriminali li jinvolvu lill-Amministrazzjoni;

xiii. Rappreżentanza tal-Amministrazzjoni f'laqgħat u attivitajiet organizzati minn istituzzjonijiet nazzjonali u internazzjonali, lokalment u barra minn Malta;

xiv. Ħidma f'ħinijiet irregolari, inklużi tmiem il-ġimgħa u festi pubbliċi, kif jista' jkun meħtieġ;

xv. Jwettaq kwalunkwe kompitu ieħor li l-uffiċjal superjuri jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;

xvi. Jwettaq dmirijiet kif dirett mill-Kummissarju tat-Taxxa u d-Dwana u s-Segretarju Permanenti;

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

Annex A

MINISTRY FOR FINANCE
30, MAISON DEMANDOLS,
SOUTH STREET, VALLETTA

Ministry	*Ministry for Finance*
Job title	*Senior Inspector of Customs*

Duties and Responsibilities

i. Managing and coordinating work within his/her areas of responsibility across the Malta Tax and Customs Administration, in line with departmental priorities and strategic objectives;

ii. Monitoring activities in stations and operational units, ensuring their efficient operation and safeguarding the interests of the Administration;

iii. Implementing departmental policies and procedures and ensuring compliance with EU and national legislation and regulations;

iv. Ensuring the effective collection of revenue due, thereby protecting the national and EU budgets;

v. Ensuring that the public, business community and staff receive an efficient, transparent and cordial service, including the timely handling of queries;

vi. Planning, allocating and monitoring work to achieve the required standards and performance expectations;

vii. Managing human resources efficiently, including capacity building, staff development and inter-functional collaboration;

viii. Keeping the Chief Inspector fully informed through regular reports and timely escalation of problems, together with recommendations for effective solutions;

ix. Scheduling and participating in regular management meetings and ensuring the effective implementation of decisions taken;

x. Planning, organising and participating in Joint Customs Operations, including operations concerning tax evasion and cross-border fraud;

xi. Assuming overall responsibility for the sale of seized goods in accordance with established procedures and legal provisions;

xii. Coordinating legal duties and assisting the Office of the Attorney General and the Police in civil, commercial and criminal proceedings involving the Administration;

xiii. Representing the Administration at meetings and events organised by national and international institutions, locally and abroad;

xiv. Working on irregular hours including weekends and public holidays as may be required;

xv. Undertaking any other tasks, which the superior may delegate to him/her, as may be required;

xvi. Performs duties as directed bythe Commissioner for Tax and Customs and the Permanent Secretary;

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