Anness A

Ministeru	Uffiċċju tal-Prim Ministru
L-impjieg	Manager II

UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

i. Jassisti fl-iżvilupp, ir-reviżjoni u l-aġġornament kontinwu tal-oqfsa nazzjonali tal-politika dwar l-intelliġenza artifiċjali, filwaqt li jiżgura l-allinjament mal-istrateġija tal-Gvern u mal-obbligi leġiżlattivi tal-UE, inkluż il-GDPR u l-Att tal-UE dwar l-Intelliġenza Artifiċjali;

ii. Jikkoordina u jassisti fl-implimentazzjoni tal-politika fost il-Ministeri u d-Dipartimenti, filwaqt li jiżgura approċċ konsistenti fuq livell tal-Gvern kollu għall-governanza u l-użu tal-intelliġenza artifiċjali;

iii. Jaġixxi bħala l-punt prinċipali ta' kuntatt dwar il-politika mal-partijiet regolatorji u operattivi ewlenin, inkluż l-IDPC, l-MDIA u l-MITA, filwaqt li jiżgura koerenza bejn il-politika, il-konformità u l-implimentazzjoni teknika;

iv. Jappoġġja l-implimentazzjoni tad-deċiżjonijiet u r-rakkomandazzjonijiet maħruġa mill-Kunsill tal-Intelliġenza Artifiċjali, billi jittraduċi direzzjoni ta' livell għoli f'għodod ta' politika u gwida li jistgħu jiġu applikati fil-prattika;

v. Jissorvelja t-tfassil ta' linji gwida, standards u ċirkolari relatati mal-użu etiku, legali u sigur tal-intelliġenza artifiċjali fis-servizz pubbliku;

vi. Jissorvelja u jinterpreta żviluppi fl-UE u fuq livell internazzjonali fir-regolamentazzjoni u l-governanza tal-intelliġenza artifiċjali, u jagħti pariri lill-maniġment għoli dwar l-implikazzjonijiet għall-amministrazzjoni pubblika ta' Malta;

vii. Jiżgura li l-inizjattivi kollha relatati mal-intelliġenza artifiċjali madwar il-Gvern josservaw il-prinċipji tal-protezzjoni tad-data, il-privatezza sa mid-disinn, u l-ġestjoni tar-riskju, skont ir-rekwiżiti tal-GDPR u tal-Att tal-UE dwar l-Intelliġenza Artifiċjali;

viii. Jikkollabora ma' timijiet legali, tekniċi u amministrattivi biex jevalwa r-riskji marbuta mas-sistemi tal-intelliġenza artifiċjali, inklużi każijiet ta' użu ta' riskju għoli, u jirrakkomanda miżuri adegwati ta' mitigazzjoni;

ix. Jikkontribwixxi għat-twaqqif u ż-żamma ta' oqfsa ta' governanza, inklużi strutturi ta' kontabbiltà, mekkaniżmi ta' verifika u obbligi ta' rapportar għal sistemi tal-intelliġenza artifiċjali fis-settur pubbliku;

x. Jipprovdi kontribut ta' politika fil-proċessi tal-akkwist u tal-approvazzjoni ta' proġetti li jinvolvu l-intelliġenza artifiċjali, filwaqt li jiżgura konformità mal-istandards regolatorji, etiċi u ta' sigurtà;

xi. Iwettaq kwalunkwe dmir ieħor kif jista' jiġi assenjat mill-Kap Eżekuttiv tal-Intelliġenza Artifiċjali, jew mir-rappreżentant tiegħu; u

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

Annex A

Ministry	Office of the Prime Minister
Job Title	Manager II

OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALT

Duties and responsibilities

i. Assists in the development, review, and continuous updating of national AI policy frameworks, ensures alignment with Government strategy and EU legislative obligations, including GDPR and the EU AI Act;
ii. Coordinates and assists in policy implementation across Ministries and Departments, ensuring a consistent government wide approach to AI governance and deployment;
iii. Acts as the primary policy liaison with key regulatory and operational stakeholders, including IDPC, MDIA, and MITA, ensuring coherence between policy, compliance, and technical execution;
iv. Supports the execution of decisions and recommendations issued by the Artificial Intelligence Council, translating high-level direction into actionable policy instruments and guidance;
v. Oversees the drafting of guidelines, standards, and circulars related to ethical, lawful, and secure use of AI within the public service;
vi. Monitors and interprets EU and international developments in AI regulation and governance, advising senior management on implications for Malta's public administration;
vii. Ensures that all AI-related initiatives across government adhere to data protection, privacy-by-design, and risk management principles in line with GDPR and AI Act requirements;
viii. Collaborates with legal, technical, and administrative teams to assess risks associated with AI systems, including high-risk use cases, and recommend appropriate mitigation measures;
ix. Contributes to the establishment and maintenance of governance frameworks, including accountability structures, audit mechanisms, and reporting obligations for AI systems in the public sector;
x. Provides policy input into procurement and project approval processes involving AI, ensuring compliance with regulatory, ethical, and security standards;
xi. Carries out any other duties as directed by the Chief Artificial Intelligence Officer, or his representatives; and
xii. Any other duties as directed by the Principal Permanent Secretary.