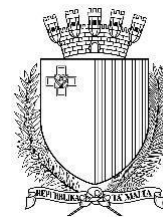


Anness A



L-impjieg	<i>Manager I (EUCD)</i>
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MINISTERU GHALL-AFFARIJJIET BARRANIN U EWROPEJ

Palazzo Parisio, Triq il-Merkanti, Valletta

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager I jinkludu:

- (a) Jassisti lill-Kapijiet fi hdan id-Dipartiment tal-Koordinazzjoni tal-UE f'kompiti relatati malkoordinazzjoni u l-ġestjoni tal-partecipazzjoni tal-Ministeri dwar l-istrutturi u l-proċessi tal-UE u jiżgura koordinazzjoni effettiva tal-kwistjonijiet kollha relatati mal-UE fil-Ministeri kollha, kif ukoll mir-Rappreżentanza Permanenti ta' Malta għall-UE;
- (b) Ikun responsabbli għall-oqsma assenjati, l-ispettru ta' suġġetti differenti tagħhom flimkien maddiskussjonijiet rilevanti fil-livell nazzjonali, tal-UE u dak internazzjonali biex tiġi kkordinata pożizzjoni xierqa bejn il-Ministeri kkonċernati;
- (c) Jassisti fil-koordinazzjoni għat-tnejn u l-formulazzjoni f'waqthom ta' Memoranda u kwistjonijiet rilevanti meħtieġa għal-laqqgħat regolari tal-Kumitat Interministerjali għall-Affarijiet tal-UE;
- (d) Jassisti fil-koordinazzjoni ta' tnejn u formulazzjoni ta' noti ta' struzzjoni meħtieġa għall-laqqgħat tal-COREPER I u l-COREPER II, laqqgħat tal-Kunsill tal-Unjoni Ewropea, Gruppi ta' Hídma tal-Kummissjoni Ewropea, kif ukoll kwalunkwe laqqgħa oħra relatata;
- (e) Jassisti fil-koordinazzjoni ta' tnejn u formulazzjoni ta' briefs fir-rigward tal-laqqgħat li jsiru mill-Ministri tal-Gvern ta' Malta u s-Segretarji Parlamentari;
- (f) It-twertiq ta' riċerka fil-qasam ta' għarfien rilevanti u l-ġhoti ta' pariri kif meħtieġ;
- (g) Il-koordinazzjoni tal-proċess ta' approvazzjoni għad-dokumentazzjoni rilevanti;
- (h) Il-koordinazzjoni tal-azzjoni ta' segwitu kif meħtieġ;
- (i) L-iżgurar li l-istrutturi ta' rappurtar rilevanti fir-rigward tal-partecipazzjoni tal-laqqgħat jiġu osservati; (j) Jassisti lill-Presidenti għall-Kumitati Interministerjali kif meħtieġ;
- (k) Jassisti lid-Direttur Ġenerali (Dipartiment tal-Koordinazzjoni tal-UE) u lis-Segretarju Permanenti kif meħtieġ;
- (l) Kwalunkwe kompitu ieħor li s-superjur jista' jiddlega lilu/ha kif jista' jkun meħtieġ;
- (m) Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

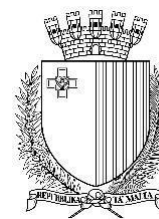
Ministry for Foreign and European Affairs

Human Resources, 331, Allied House, St. Paul's Str, Valletta

e-mail: recruitment.mfea@gov.mt

Job title	<i>Manager I (EUCD)</i>
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Annex A



MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS

Palazzo Parisio, Merchants Str, Valletta

Duties and Responsibilities

The duties of Manager I include:

- (a) Assisting the Heads within the EU Coordination Department in tasks related to the coordination and management of the Ministries' participation on EU structures and processes and ensuring effective coordination of all EU-related matters across all Ministries as well as from the Permanent Representation of Malta to the EU;
- (b) Being responsible for the areas assigned, their various spectrum of subject matter along with the relevant discussions at a national, EU and international level to coordinate the appropriate position amongst various Ministries;
- (c) Assisting in the coordination for the timely preparation and formulation of Memoranda and relevant issues required of the regular meetings of the Inter-Ministerial Committee on EU Affairs;
- (d) Assisting in the coordination of timely preparation and formulation of instruction notes required for COREPER I and COREPER II meetings, meetings of the Council of the EU and European Commission Working Groups, as well as any other related meetings;
- (e) Assisting in the coordination of timely preparation and formulation of briefs with regard to meetings held by the Malta Government Ministers and Parliamentary Secretaries;
- (f) Undertaking research in the relevant area of expertise and providing advice and input as necessary;
- (g) Coordinating the clearance process for relevant documentation;
- (h) Coordination of follow up action as required;
- (i) Ensuring that the relevant reporting structures with regards to the participation of meetings are adhered to;
- (j) Assisting the Chairpersons for the Inter-Ministerial Committees as required;
- (k) Assisting the Director General (EU Coordination Department) and Permanent Secretary as required;
- (l) Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- (m) Any other duties as directed by the Principal Permanent Secretary.

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