

Anness A



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

Palazzo Parisio, Triq il-Merkanti, Valletta

Dmirijiet u responsabbiltajiet

Id-dmirijiet tal-Manager II jinkludu:

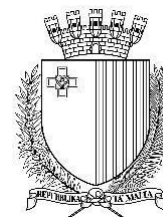
- (a) Jassisti lill-Kapijiet fi ħdan id-Dipartiment tal-Koordinazzjoni tal-UE f'kompiti relatati mal-koordinazzjoni u lġestjoni tal-partecipazzjoni tal-Ministeri dwar l-istrutturi u l-proċessi tal-UE u jiżgura koordinazzjoni effettiva tal-kwistjonijiet kollha relatati mal-UE fil-Ministeri kollha, kif ukoll mir-Rappreżentanza Permanenti ta' Malta għall-UE;
- (b) Ikun responsabbli għall-oqsma assenjati, l-ispettru ta' suġġetti differenti tagħhom flimkien mad-diskussjonijiet rilevanti fil-livell nazzjonali, tal-UE u dak internazzjonali biex tiġi kkordinata pożizzjoni xierqa bejn il-Ministeri kkonċernati;
- (c) Jassisti u jissorvelja l-koordinazzjoni għat-tnejn u l-formulazzjoni f'waqthom ta' Memoranda u kwistjonijiet rilevanti meħtieġa għal-laqgħat regolari tal-Kumitat Interministerjali għall-Affarijiet tal-UE;
- (d) Jassisti u jissorvelja l-koordinazzjoni ta' tnejn f'waqtha u formulazzjoni ta' noti ta' struzzjoni meħtieġa għallaqgħat tal-COREPER I u l-COREPER II, laqgħat tal-Kunsill tal-Unjoni Ewropea, Gruppi ta' Ħidma tal-Kummissjoni Ewropea, kif ukoll kwalunkwe laqgħa oħra relatata;
- (e) Jassisti u jissorvelja l-koordinazzjoni ta' tnejn f'waqtha u formulazzjoni ta' briefs fir-rigward tal-laqgħat li jsiru mill-Ministri tal-Gvern ta' Malta u s-Segretarji Parlamentari;
- (f) It-tweqqif ta' riċerka fil-qasam ta' għarfien rilevanti u l-għoti ta' pariri kif meħtieġ;
- (g) Il-koordinazzjoni u s-superviżjoni tal-proċess ta' approvazzjoni għad-dokumentazzjoni rilevanti;
- (h) Il-koordinazzjoni u s-superviżjoni tal-azzjoni ta' segwitu kif meħtieġ;
- (i) L-iżgurar li l-istrutturi ta' rappurtar rilevanti fir-rigward tal-partecipazzjoni tal-laqgħat 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) Jassisti lill-Kapijiet fi ħdan id-Dipartiment ta' Koordinazzjoni tal-UE kif meħtieġ, inkluż fis-superviżjoni, il-monitoraġġ u l-mentoring tal-uffiċjali fil-pożizzjoni ta' Maniġer I;
- (m) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha kif jista' jkun meħtieġ;
- (n) 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 II (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 II 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 and supervising 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 and supervising 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 and supervising the coordination of timely preparation and formulation of Meeting 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 and supervising the clearance process for relevant documentation;
- (h) Coordination and supervision 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) Assisting the Heads within the EU Coordination Department as required, including in the supervision, monitoring and mentoring of officers in the position of Manager I;
- (m) Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- (n) Any other duties as directed by the Principal Permanent Secretary.

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