

L-Impjieg	Attache
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Annex II

Dmirijiet u responsabbiltajiet

L-Attaché magħżul jirrapporta direttament lid-Direttur tas-Servizzi Korporattivi filwaqt li jagħmel parti mill-*pool* ta' Attachés, sakemm jiġi *posted* f'missjoni barra minn Malta. Meta jiġi *posted* f'missjoni barra min xutna, l-Attaché jirrapporta lill-Kap tal-Missjoni.

B'mod ġenerali, l-Attaché huwa responsabbli biex iwettaq xogħol u jsegwi kwistjonijiet mill-missjoni barra minn Malta kif ordnat mill-Kap tal-Missjoni. Dawn il-ħidmiet jistgħu jinkludu: xogħol politiku, kummerċjali, konsulari u amministrattiv fost l-oħrajn.

Id-dmirijiet jistgħi jinkludu:

- i. Jirrapprezenta lil Malta fil-laqgħat internazzjonali, tal-UE, u oħrajn.
- ii. Jressaq il-pożizzjoni ta' Malta f'dawn il-laqgħat u tipparteċipa f'diskussjonijiet skont struzzjonijiet jew briefs rilevanti;
- iii. Izomm kont tal-iżviluppi fil-qasam ta' responsabbiltà tiegħek u żżomm il-Kap tal-Missjoni, Uffiċjal fil-missjoni u l-Ministeru aġġornati kif xieraq;
- iv. Jgħarraf lill-Kap tal-Missjoni (f'waqtu) u/jew lill-uffiċjali fil-missjoni, dwar kwistjonijiet li jeħtieġu twegiba mil-Ministeru;
- v. Jiġbor rapporti, dokumenti analitiċi u t-twettiq ta' riċerka kif jista' jkun meħtieġ mill-missjoni
- vi. Jgħin jew iwettaq xogħol konsulari biex jassisti u jipproteġi l-interessi taċ-ċittadini Maltin barra minn Malta;
- vii. Jgħin jew iwettaq l-Implimentazzjoni tal-proġett
- viii. Jgħin jew jwettaq xogħol amministrattiv, inkluż xogħol dwar ir-riżorsi finanzjari u umani;
- ix. Jgħin b'attivitajiet għall-promozzjoni tar-relazzjonijiet kummerċjali u ekonomiċi ta' Malta
- x. Jgħamel kuntatti
- xi. Kull kompitu ieħor assenjat mil-Kap tal-Missjoni jew mis-Segretarju Permanenti
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni



Job Title	<i>Attache</i>
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Duties and Responsibilities

The selected Attaché reports directly to the Director Corporate Services whilst part of the pool of Attachés, until s/he is deployed to a mission abroad. When posted at a mission abroad, the Attaché reports to the Head of Mission.

In general terms, the Attaché is responsible for undertaking tasks and following issues from the mission abroad as directed by the Head of Mission. These tasks can include: political, commercial, consular and administrative work amongst others.

Duties may include:

- i. Representing Malta at EU, international, and other meetings;
- ii. Putting forward Malta's position in such meetings and participating in discussions in accordance with relevant instructions or briefs;
- iii. Keeping track of developments in your assigned area of responsibility and keeping Head of Mission, Malta Based Officer/s (MBO) and Head Office updated accordingly;
- iv. Alerting the Head of Mission (in a timely manner) and/or the MBO, to issues requiring a response from Head Office;
- v. Compiling reports, analytical papers and undertaking research as may be required in support of the mission
- vi. Assist with or carry out consular work to assist and protect the interests of Maltese citizens abroad;
- vii. Assist with or carry out project Implementation
- viii. Assist with or carry out administrative tasks including financial and human resources
- ix. Assist with activities for the promotion of Malta's commercial and economic relationships
- x. Establish networks with counterparts
- xi. Any other duties assigned by the Head of Mission and the Permanent Secretary
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xiii. Any other duties as directed by the Principal Permanent Secretary