

Anness A



L-impjieg	<i>Technical Attaché (Staffing)</i>
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MINISTRU GHALL-AFFARIJJIET BARRANIN U EWROPEJ U L-KUMMERĊ
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

It-Technical Attaché jkun l-espert tekniku fuq l-impjieg ta' haddiema (inklużi trainees), b' mod partikolari dawk li huma Maltin, fl-Istituzzjonijiet u l-Aġenziji tal-Unjoni Ewropea. It-Technical Attaché jkun jirrapporta direttament lir-Rappreżentant Permanenti ta' Malta għall-Unjoni Ewropea. It-Technical Attaché jkun responsabbli li jipprovdi pariri lir-Rappreżentant Permanenti u lill-entitajiet oħra Governattivi u lill-partijiet ikkonċernati; li jikkoordina kull ħidma (inkluż l-organizzazzjoni ta' avvenimenti u l-għoti ta' informazzjoni) kif ukoll li jsegwi kwalunkwe kwistjoni teknika fuq dan is-sugġett. It-Technical Attaché huwa responsabbli ukoll li jzomm aġġornat lir-Rappreżentant Permanenti fi kwalunkwe kwistjoni rilevanti fil-qasam li tiegħu jkun responsabbli. Huwa mistenni li l-kandidat ikollu sfond meħtieġ li jgħin biex jifhem il-kumplessitajiet u jagħti rispons lura dwar kwistjonijiet diversi marbuta mal-qafas regolatorju relatat mal-qasam li għalih huwa responsabbli.

Din id-Deskrizzjoni tal-Pożizzjoni hija indikattiva tal-kompiti u r-responsabbiltajiet.

Qasam Estern

- i. Jirrappreżenta lil Malta fil-laqgħat tal-korpi preparatorji tal-Kunsill kif mitlub, fil-laqgħat tal-Gruppi ta' Hidma tal-Kummissjoni u fil-Kumitati tal-Komitologija kif mitlub, kif ukoll go fora oħra tal-UE kif meħtieġ; li jressaq il-pożizzjoni ta' Malta f'dawn il-laqgħat u li jippartecipa f'diskussjonijiet hekk kif ikun iddetaljat fin-Noti ta' Istruzzjoni li għalihom it-Technical Attaché jrid ikun jista' jikkontribwixxi wkoll;
- ii. Jikteb u jibgħat ir-rapporti ta' dawn il-laqgħat immedjatement wara li jintemmu l-laqgħat u dan f'konformità mal-Lista ta' Distribuzzjoni approvata, kif ukoll li jiġbed l-attenzjoni, bit-telefon, dwar kwistjonijiet ta' importanza immedjata, lill-Ministeru konċernat, lid-Dipartiment ta' Koordinazzjoni tal-UE u lill-Kabinett tar-Rappreżentant Permanenti;
- iii. Isegwi/*Shadowing* (skont il-każ) il-laqgħat ta' Gruppi ta' Hidma u Kumitati tal-Kunsill kif dettaljat, kif ukoll laqgħat tal-Gruppi ta' Hidma tal-Kummissjoni u tal-Kumitati tal-Komitologija li huma rilevanti għall-qasam ta' responsabbiltà ta' din il-pożizzjoni, u li għalihom jattendu uffiċjali minn Malta;
- iv. Isegwi, u jirrapporta lura, dwar il-ħidma u l-iżviluppi fil-qasam li tiegħu jkun responsabbli fid-diversi Istituzzjonijiet tal-UE u Aġenziji tal-UE kif ukoll fi Stati Membri u jinvolvi ruħu b' mod attiv ma' rappreżentanti ta' Stati Membri oħra, is-Segretarjat tal-Kunsill, kif ukoll il-Kummissjoni, il-Parlament Ewropew u Istituzzjonijiet/Aġenziji oħra, kif meħtieġ;
- v. Jikkoordina s-segwitu ta' kull kwistjoni li tista' tinqala' fil-laqgħat hawn fuq imsemmija/rapporti/jew proposti kif meħtieġ, kemm mat-taqsimiet l-oħra tar-Rappreżentanza Permanenti kif ukoll mal-istrutturi konċernati tal-Gvern f'Malta;
- vi. Jippartecipa fil-Kunsill u f'laqgħat oħra Ministerjali relatati mal-UE, fil-laqgħat tal-COREPER kif ukoll f'kull laqgħa li ssir fil-margini kif meħtieġ u dan għal dawk il-kwistjonijiet/sugġetti relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;

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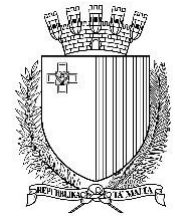
- vii. Jikkompila u jibgħat rapporti f'waqthom ta' laqgħat imsemmija f'(vi) immedjatament wara li tintemm id-diskussjoni fuq tali suġġett skont il-proċeduri stabbiliti;
- viii. Jorganizza laqgħat b'mod regolari ma' kontropartijiet minn, jew rappreżentanti oħra, Istituti Membri l-oħra, mill-Kunsill, mill-Kummissjoni, mill-Parlament Ewropew u minn Istituzzjonijiet u Aġenziji tal-UE oħra sabiex jissahhu l-kuntatti ta' Malta u jiġu żviluppanti netwerks produttivi li jhallu l-frott, ma' Stati Membri oħra u mal-Istituzzjonijiet Aġenziji tal-UE;
- ix. Kull kompit u ieħor assenjat mir-Rappreżentant Permanenti;

Qasam Intern

- x. Isegwi, kuljum, dawk l-oqsma li jaqgħu taħt il-qasam ta' responsabbiltà ta' din il-pożizzjoni, partikolarment dawk li huma ta' thassib partikolari għal Malta u jirraporta dwar dawn;
- xi. Isegwi u jzomm rekord tal-iskadenzi interni u barranin relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni u jzomm kuntatt mat-Taqsimiet rilevanti fir-Rappreżentanza Permanenti kif ukoll mal-istrutturi tal-Gvern xierqa f'Malta, sabiex jiġi assigurat li dawn l-iskadenzi jintlaħqu b'mod f'waqt u b'mod effiċjenti;
- xii. Iżomm rekord tal-iżviluppi relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni, jiġbor u jiskrutinja dokumentazzjoni rilevanti maħruġa mill-Istituzzjonijiet tal-UE u fora oħra tal-UE, kif ukoll rapporti tal-midja u jibgħat kwalunkwe dokumentazzjoni, informazzjoni u pariri meħtieġa lir-Rappreżentant Permanenti u uffiċjali oħra (fi Brussell jew ibbażati f'Malta) kif xieraq;
- xiii. Jipprova kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kompilazzjoni ta' kull eżerċizzju ta' ġbir ta' informazzjoni;
- xiv. Jipprova kontribuzzjoni kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kompilazzjoni tad-*dossiers* u notamenti meħtieġa għall-laqgħat tal-COREPER II, COREPER I u PSC, kif ukoll kwalunkwe laqgħa oħra tar-Rappreżentant Permanenti;
- xv. Jipprova kontribut lill-Ministeru konċernat għall-kompilazzjoni tad-*dossiers* u notamenti meħtieġa għall-Kunsill u għall-laqgħat Ministerjali oħra relatati mal-UE;
- xvi. Thejjija ta' *Briefing* u *Background Notes* kif ukoll *Instruction Notes* u *Speaking Notes* relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni kif u meta jkun meħtieġ;
- xvii. Jiġi assigurat illi l-proċeduri rilevanti jiġu segwiti skont il-linji gwida stabbiliti/manwali speċifiċi tas-Servizz Pubbliku Malti u tar-Rappreżentanza Permanenti;
- xviii. Kull kompit u ieħor assenjat mir-Rappreżentant Permanenti.

Annex A

Job title	<i>Technical Attaché (Staffing)</i>
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MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE
PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

Duties and responsibilities

The Technical Attaché is the technical expert on the employment of staff (including trainees) in the EU Institutions and Agencies, with a particular focus on those who are Maltese. The Technical Attaché reports directly to the Permanent Representative of Malta to the European Union. The Technical Attaché is responsible for providing advice to the Permanent Representative and to other relevant entities within the Government and to interested parties, as well as coordinating any tasks (including organising events and providing information) as well as following any issues on these topics within the Permanent Representation. The Technical Attaché is also responsible for keeping the Permanent Representative abreast of any relevant issues in the area of responsibility. The candidate is expected to have the necessary background that enables them to understand the complexities and give feedback on the different issues related to the regulatory framework related to the area of responsibility.

This Position Description is indicative of the tasks and responsibilities.

External

- i. Representing Malta in meetings of the Council preparatory bodies as detailed, Commission Working Group and Comitology Committee meetings as detailed as well as in other EU fora as required; putting forward Malta's position in such meetings and participating in discussions in accordance with the Instruction Notes to which the Technical Attaché must also be able to contribute;
- ii. Compiling and sending reports of such meetings immediately after the completion of the meeting in line with the approved Distribution List as well as alerting, by telephone, the Ministry concerned, the EU Coordination Department and the Permanent Representative in the event of immediate issues;
- iii. Shadowing/Following (as the case may be) Council Working Party and Committee meetings as detailed, as well as Commission Working Group and Comitology Committee meetings that are relevant to this position's area of responsibility, which are attended by officers from Malta;
- iv. Following up and reporting on the work related to the policy in the various EU Institutions and engaging actively with representatives of other Member States, the Council Secretariat as well as the Commission, European Parliament and other Institutions/Agencies, as required;
- v. Coordinating the follow-up of any issues arising at the above-mentioned meetings/reports/proposals as required, both with the other units of the Permanent Representation as well as with the appropriate Government structures in Malta;
- vi. Participating in the Council and other EU-related Ministerial meetings, COREPER meetings as well as any meetings held in the margins as required for those items related to this position's area of responsibility;
- vii. Compiling and sending timely reports of meetings referred to in (vi) immediately after the completion of the meeting according to established procedures;
- viii. Setting up and holding regular meetings with counterparts from, or representatives of, the other Member States, the Council, Commission, European Parliament and other Institutions and

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- Agencies in order to strengthen Malta's contacts and develop fruitful and productive networks with other Member States and the EU Institutions and Agencies;
- ix. Any other task assigned by the Permanent Representative.

Internal

- x. Following, on a daily basis, items falling under this position's area of responsibility, particularly those which are of particular concern to Malta and reporting on these;
- xi. Following up and keeping track of internal and external deadlines related to this position's area of responsibility and liaising with the relevant Units within the Permanent Representation as well as with the appropriate Government structures in Malta, in order to ensure that these deadlines are met in a timely and efficient manner;
- xii. Keeping track of developments related to this position's area of responsibility, collating and scrutinising relevant documentation issued by the EU institutions and other EU fora as well as media reports and forwarding any necessary documentation, information and advice to the Permanent Representative and other officers (Brussels or Malta-based) as appropriate;
- xiii. Providing input, as required, to Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of any data collation exercise;
- xiv. Providing input to Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of the necessary dossiers and briefs for COREPER II, COREPER I and PSC meetings as well as any other meetings of the Permanent Representative;
- xv. Providing input to the Ministry concerned for the compilation of the necessary dossiers and briefs for Council and other EU-related Ministerial meetings;
- xvi. Drawing up Briefing and Background Notes as well as Instruction Notes and Speaking Notes related to this position's area of responsibility as and when required;
- xvii. Ensuring relevant procedures are followed as per standard/specific manual's guidelines of the Maltese Public Service and the Permanent Representation;
- xviii. Any other task assigned by the Permanent Representative.