Anness A

L-impjieg	*Research Analyst (Affarijiet Ekonomiċi u Finanzjarji)*

MINISTRU GĦALL-AFFARIJIET 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.

Ir-Research Analyst ikun ta' sostenn għat-Taqsima tal-Affarijiet Ekonomiċi u Finanzjarji u Kummerċ fi ħdan ir-Rappreżentanza Permanenti ta' Malta għall-Unjoni Ewropea (PREU) kif ukoll lill-bqija tat-tim tar-Rappreżentanza. Ir-Research Analyst ikun jirrapporta direttament lir-Rappreżentant Permanenti ta' Malta għall-Unjoni Ewropea u huwa mistenni li juri l-kapaċità li jaħdem b'mod indipendenti (b'konformità mal-proċeduri interni rilevanti tal-Gvern u tal-PREU). Ir-Research Analyst huwa responsabbli li jagħti pariri lir-Rappreżentant Permanenti kif ukoll lill-entitajiet rilevanti fi ħdan il-Gvern, kif ukoll jikkoordina kull ħidma u jsegwi kwalunkwe kwistjoni teknika fuq is-suġġetti fil-qasam li tiegħu ikun responsabbli fi ħdan ir-Rappreżentanza. Jista jkun meqjus ta' vantaġġ jekk il-kandidat ikollu sfond li jgħin biex jifhem il-kumplessitajiet u jagħti rispons lura dwar il-kwistjonijiet diversi tal-*acquis* tal-UE relatati mal-ekonomija, kontabilità, servizzi finanzjarji, kwistjonijiet fiskali, servizzi bankarji, liġi jew kummerċ.

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

Qasam Estern

i. Jinżamm rekord tal-iżviluppi fl-Istituzzjonijiet, il-korpi u l-aġenziji kollha tal-UE relevanti mal-qasam ta' responsabbiltà ta' din il-pożizzjoni, jiġbor, jiskrutinja u jibgħat dokumentazzjoni relevanti maħruġa mill-Istituzzjonijiet tal-UE, u analiżi u tħejjija ta' rakkomandazzjonijiet (primarjament dwar l-impatt fuq is-sitwazzjoni soċjoekonomika u l-qafas legali ta' Malta) lir-Rappreżentant Permanenti u uffiċjali oħra kif meħtieġ;

ii. Jinġieb għall-attenzjoni tar-Rappreżentant Permanenti (fil-ħin adattat) fir-rigward ta' kwistjonijiet li jeħtieġu tweġiba mill-Ministeru jew Ministeri oħra u jipprovdi pariri u kontribut fl-iżvilupp ta' pożizzjoni Maltija fuq kwistjonijiet bħal dawn;

iii. Jirrappreżenta lil Malta fil-korpi preparatorji tal-Kunsill u fora oħra tal-UE li jittrattaw fuq it-tema ta' responsabbiltà tal-istess uffiċjal, iressaq il quddiem il-pożizzjoni ta' Malta u jipparteċipa f'diskussjonijiet skont l-*Instruction Note* li għaliha r-Research Analyst irid ikun jista' jikkontribwixxi wkoll;

iv. Jistabbilixxi *networks* ma' Stati Membri oħra kif ukoll fi ħdan l-Istituzzjonijiet tal-UE, korpi u aġenziji b'mod partikolari (iżda mhux hekk biss) mal-Kummissjoni u l-Parlament Ewropew sabiex jippromwovi b'mod attiv il-pożizzjoni ta' Malta;

v. Jikkomunika l-iżviluppi lir-Rappreżentant Permanenti u jagħti parir dwar l-azzjoni li trid tittieħed, filwaqt illi jinforma lill-uffiċjali l-oħra fir-Rappreżentanza Permanenti ġewwa Brussell, lid-Dipartiment tal-Koordinazzjoni tal-UE u strutturi Governattivi oħra kif meħtieġ;

vi. Jaħdem mal-Unitajiet fir-Rappreżentanza Permanenti, Ministeri u mad-Dipartiment tal-Koordinazzjoni tal-UE u jipprovdi pariri t'espert fir-rigward tal-pożizzjonijiet ta' Malta;

vii. Jiġbor u jibgħat rapporti immedjatament malli jintemmu l-laqgħat b'konformità mal-Lista ta' Distribuzzjoni approvata u proċeduri ta' rappurtaġġ, kif ukoll jiġbed l-attenzjoni, bit-telefon/messaġġ, lill-Ministeru kkonċernat, lid-Dipartiment tal-Koordinazzjoni tal-UE u lill-

Kabinett tar-Rappreżentant Permanenti fil-każ ta' kwistjonijiet li jkun hemm ħtieġa t'azzjoni immedjata;

viii. Tfassil u tħejjija ta' *Briefing* u *Background Notes* kif ukoll *Speaking Notes* u korrispondenza lill-Istituzzjonijiet relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni kif u meta jkun meħtieġ;

ix. Jipprovdi kontribuzzjoni, kif meħtieġ, lix-Chef de Cabinet/Antici/Mertens/Nicolaidis għall-kumpilazzjoni tad-dossiers u notamenti meħtieġa għal-laqgħat tal-COREPER II, COREPER I u PSC, kif ukoll kwalunkwe laqgħa oħra tar-Rappreżentant Permanenti;

x. Tittieħed ħidma ta' riċerka fil-qasam ta' responsabbiltà rilevanti u jipprovdi parir u kontribut ibbażat fuq ir-riċerka li tkun twettqet;

xi. Ikun ta' sostenn għat-tim kif ukoll għall-Unitajiet oħrajn skont kif ikun meħtieġ, (inkluż iżda mhux biss) li jkopri laqgħat għall-uffiċjali l-oħra tal-PREU kif u meta jkun meħtieġ;

xii. Kull kompitu ieħor assenjat mir-Rappreżentant Permanenti.

Annex A

Job title	*Research Analyst (Economic and Financial Affairs)*

MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE
PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

Duties and responsibilities

The Research Analyst supports the work of the Economic and Financial Affairs and Trade Unit within the Permanent Representation of Malta to the European Union (PREU) and the wider PREU team. The Research Analyst reports directly to the Permanent Representative of Malta to the European Union and must be able to work independently (in line with the relevant Government and PREU internal procedures). The Research Analyst is responsible for providing advice to the Permanent Representative and to other relevant entities within the Government, as well as coordinating any tasks and following up on any issues on the topics of falling in their remit within the Permanent Representation. A background that enables the Research Analyst to understand the complexities and give feedback on the different issues arising from the EU acquis related to economics, accounting, financial services, fiscal matters, banking, law or trade may be an asset.

This Position Description is indicative of the tasks and responsibilities.

External

i. Keeping track of developments in all EU institutions, bodies and agencies relevant to this position's area of responsibility, collecting, scrutinising and disseminating relevant documentation issued by EU Institutions, and preparing analyses and recommendations (primarily on impact on Malta's socio-economic situation and legal framework) to the Permanent Representative and other officials as necessary;

ii. Alerting the Permanent Representative (in a timely manner) to issues requiring a response from the Ministry or other line Ministries, and providing advice and input in the development of Malta's position on such issues;

iii. Representing Malta in Council preparatory bodies and other EU fora dealing with this position's area of responsibility, putting forward Malta's position and participating in discussions in accordance with the Instruction Note to which the Research Analyst must also be able to contribute;

iv. Establishing networks with other Member States as well as within the EU institutions, bodies and agencies, particularly (but not limited to) within the Commission and the European Parliament, in order to actively advocate for Malta's position;

v. Communicating developments to the Permanent Representative and advising on follow-up action to be taken, duly informing other officials in the Permanent Representation in Brussels, the EU Coordination Department and other Government structures as appropriate;

vi. Working with the units at the Permanent Representation, Ministries and EU Coordination Department and providing expert input with regard to the Malta's position;

vii. Compiling and sending reports immediately after the completion of meetings in line with the approved Distribution List and reporting procedures, as well as alerting, by telephone/message, the Ministry concerned, the EU Coordination Department and the Cabinet of the Permanent Representative in the event of issues needing immediate attention;

Corporate Services Directorate
Ministry for Foreign and European Affairs and Trade, Allied House, 331, St. Paul Street, Valletta
Email: recruitment.mfet@gov.mt

viii. Drawing up of Briefing Notes and Background Notes as well as Speaking Notes and communications to the Institutions related to this position's area of responsibility as and when required;

ix. Providing input to Chef de Cabinet/Antici/Mertens/Nicolaidis for the compilation of the necessary dossiers and briefs, COREPER II, COREPER I and PSC meetings, as well as any other meetings of the Permanent Representative;

x. Undertaking research in the relevant area of responsibility and providing advice and input based on the research undertaken;

xi. Supporting the team and other units, as necessary, including (but not limited to) covering meetings for other PREU officers as and when necessary;

xii. Any other task assigned by the Permanent Representative.