

# Anness A

<b>Ministeru</b>	<i>Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali</i>
<b>L-impjeg</b>	<i>Junior Legal Officer</i>



MINISTRY FOR THE NATIONAL HERITAGE,  
THE ARTS AND LOCAL GOVERNMENT

## Dmirijiet u Responsabbiltajiet

- i. Jagħti pariri lid-Direttur Ġenerali u lid-direttorati fi hdan id-Divizjoni għall-Gvern Lokali dwar leġiżlazzjoni tal-Gvern Lokali u materji legali nazzjonali u internazzjonali relatati;
- ii. Ihejji abbozzi u jipproċessa sal-pubblikazzjoni, emendi għall-leġiżlazzjoni, Bye-Laws tal-Kunsilli Lokali u l-armonizzazzjoni ta' leġiżlazzjoni tal-UE, kemm bl-Ingliż kif ukoll bil-Malti, kif meħtieġ;
- iii. Jiċċekkja kuntratti u dokumenti legali oħra kif meħtieġ;
- iv. Jikkordina mal-Uffiċċju tal-Avukat Ġenerali fejn meħtieġ;
- v. Jiforma risposti għal ittri legali, ifassal formoli jew avvizi relatati mar-rwol u funzjoni tad-Direttorat u/jew dokumenti oħra legali;
- vi. Isegwi l-implimentazzjoni ta' Direttivi u Regolamenti ta' l-UE li jaqgħu taħt il-kompetenza tad-Direttorat u jiżgura li l-obbligi ta' Malta jiġu osservati;
- vii. Iwettaq riċerka legali, analiżi u rapporti fuq materja relatata mal-qasam tad-Direttorat;
- viii. ikun effiċjenti sabiex iwettaq ix-xogħol fiż-żmien stabbilit u jkollu inizjattiva sabiex iwassal dak li hu mistenni minnu fil-pront;
- ix. jassisti dipartimenti li jaqgħu taħt l-istess Divizjoni fuq materji legali;
- x. jagħmel superviżjoni ta' studenti tal-liġi matul il-work placement tagħhom fid-direttorat;
- xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	<i>Ministry for the National Heritage, the Arts and Local Government</i>
<b>Job Title</b>	<i>Junior Legal Officer</i>



MINISTRY FOR THE NATIONAL HERITAGE,  
THE ARTS AND LOCAL GOVERNMENT

## **Duties and responsibilities**

- i. Gives advice to the Director General and the directorates within the Local Government Division on local government legislation and related national and international legal issues;
- ii. Drafts and processes up to publication, amendments to legislation, Local Councils' Bye-Laws and harmonisation of EU legislation, in both English and Maltese, as necessary;
- iii. Vetting of agreements and other legal documentation as required;
- iv. Liaises with the Office of the Attorney General whenever necessary;
- v. Formulates responses to legal letters, drafts official forms or notices related to the Directorate's role and function and/or other legal documents;
- vi. Follows the implementation of EU Directives and Regulations falling within the competency of the Directorate and ensuring that Malta's obligations are adhered to;
- vii. Carries out legal research, analysis and reports on issues relating to the Directorate's portfolio
- viii. meets deadlines set and have initiative to deliver what is expected in a prompt manner;
- ix. assists departments which fall under the same Division on legal matters;
- x. supervises legal students during their work placements;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary.