

Anness A



MINISTERU GHALL-AGRIKOLTURA,
SAJD U DRITTIJIET TAL-ANNIMALI

Ufficcju tas-Segretaru Permanenti
24, Triq il-Fran, Il-Belt Valletta - Malta

Ministeru	Ministeru għall-Agricoltura, Sajd u Drittijiet tal-Annimali
L-impjeg	Data Collectors/Interviewers għal Catch Assessment Surveys

Dmirijiet u responsabbiltajiet

Id-data collectors għandhom ikunu responsabbli biex jiżguraw li jzommu l-kunfidenzjalità tad-data li jiġbru u jikkonformaw mad-dispożizzjonijiet tar-Regolament Ġenerali dwar il-Protezzjoni tad-Data (GDPR) kif ordnat mid-Direttur Ġenerali (jew DFA). Il-kunfidenzjalità hija kritika meta tingabar informazzjoni personali peress li tiżgura li d-data tkun aċċessibbli biss għal persuni awtorizzati u ma tiġix żvelata lil partijiet terzi mingħajr il-kunsens tas-sugġett tad-data.

Id-Data tingabar permezz ta' kwestjonarju (stħarriġ) imhejjija mid-Dipartiment għas-Sajd u l-Akkwakultura u dawn iridu jimtlew permezz ta' Intervista personali mas-sajjieda jew metodi oħra decizi mid-Dipartiment. L-applikanti magħżula jkunu mistennija li jwettqu madwar tlettin (30) intervista fix-xahar, hekk kif l-informazzjoni għall CAS tingabar għall kull xahar tas-sena kalendarja. Dawn l-intervisti huma mistennija li jsiru bejn Jannar tal-istess sena u Jannar tas-sena ta' wara. Dan il-perjodu huwa indikattiv u x-xhur meta jsir l-istħarriġ jistgħu jinbidlu skont l-eżiġenzi tad-Dipartiment. L-applikanti ikunu mistennija li:

- i. Tingabar dejta dwar il-qabda u l-hidma permezz ta' kwestjonarji mhejjija mill-Awtorità kontraenti u mimlija permezz ta' intervisti personali mas-sajjieda. Il-fornitur tas-servizz ikun meħtieġ li jwettaq madwar tletin (30) stħarriġ kull xahar, kull wieħed jikkonsisti minn żewġ laqgħat mas-sajjied rilevanti kull hmistax. Id-dejta miġbura għal xahar partikolari għandha tiġi mgħoddija lid-DFA sat-tieni ġimgħa tax-xahar ta' wara.
- ii. Jiġu ikkuntatjati s-sajjieda rispettivi sabiex jiġu intervistati u jiftiehm magħhom il-ħin u l-post tal-laqgħa. Dawn għandhom jithallew għad-diskrezzjoni tas-sajjieda u l-intervistaturi għandhom ikunu disponibbli fil-ħin u l-postijiet indikati mis-sajjieda.
- iii. Tiltqa' mas-sajjieda rispettivi u jsiru intervisti personali ma' kull wieħed fuq perijodu ta' hmistax. Kull stħarriġ tal-CAS jikkonsisti minn żewġ (2) laqgħat li jsiru fuq bażi ta' hmistax matul kwalunkwe xahar speċifiku.
- iv. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- v. Iwettaq dmirijiet oħra li jstgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- vi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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Ministry	Ministry for Agriculture, Fisheries and Animal Rights
Job title	Data Collectors/Interviewers in the Catch Assessment Surveys (CAS)

MINISTRY FOR AGRICULTURE, FISHERIES
AND ANIMAL RIGHTS

Office of the Permanent Secretary
24, Old Bakery Street, Valletta

Duties and responsibilities

Data collectors shall be responsible for ensuring that they maintain the confidentiality of the data they collect and comply with the provisions of the General Data Protection Regulation (GDPR) as instructed by the Director General (or DFA). Confidentiality is critical when collecting personal information as it ensures that the data is only accessible to authorized persons and is not disclosed to third parties without the data subject's consent. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

Data will be collected via questionnaire (surveys) prepared by the Department of Fisheries and Aquaculture and completed through personal interviews with fisherman, or any other method decided by the Department. Selected applicants will be required to perform approximately thirty (30) interviews per month, as CAS data is collected every month within a calendar year. For the reference year applicable, these interviews are expected to be carried out between January of the same year until January of the following year. This period is indicative and the months when the surveying actually takes place may vary according to the exigencies of the Department. Selected applicants will be expected to:

- i. Collect catch and effort data via questionnaires prepared by the Contracting Authority and completed through personal interviews with fishers. The service provider will be required to perform approximately thirty (30) surveys per month, each composed of two meetings with the relevant fisher every fortnight. Data collected for a given month should be handed in to DFA by the second week of the following month.
- ii. Contact the respective fishers to be interviewed and agree with them the time and venue for the meeting. These should be left to the discretion of the fishers and interviewers should be available at the time and venues indicated by the fishers.
- iii. Meet the respective fishers and perform personal interviews with each on a fortnight basis. Each CAS survey will be taken to comprise of two (2) meetings held on a fortnight basis during any specific month.
- iv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- v. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- vi. Performs any other duties as directed by the Principal Permanent Secretary.