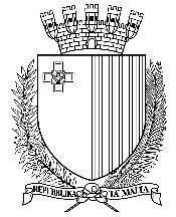


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjeg	<i>Manager I</i>



MINISTERU GHALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

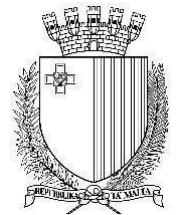
Id-dmirijiet ta' Manager I fi hdan id-Direttorat għall-Affarijiet tal-UE, Relazzjonijiet Internazzjonali u Żvilupp ta' Politika fil-Ministeru għall-Edukazzjoni u l-Isport, li jinkludu:

- Iżomm ruħhu aġġornat mal-aħħar żviluppi permezz ta' riċerka fi hdan l-UE u fora internazzjonali rilevanti oħra kif meħtieġ, filwaqt li jiżgura li d-Direttur rispettiv jew Uffiċċju kkonċernat jiżamm aġġornat b'riċerka aġġornata;
- Jikkonsulta ma' entitajiet interni u esterni fit-tfassil ta' Noti ta' Informazzjoni kif ukoll Noti ta' Istruzzjonijiet u Diskorsi għall-Gruppi ta' Hidma tal-Kunsill, COREPER, Laqgħat tal-Kumitati, Gruppi ta' Hidma tal-Kummissjoni jew kwalunkwe fora oħra tal-UE jew fora internazzjonali li jkunu relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;
- Jiskrutinizza r-regolamenti u d-direttivi tal-UE li jaqgħu fil-kompetenza tal-Ministeru;
- Wara konsultazzjoni ma' l-entitajiet rilevanti, jfassil pożizzjoni ta' Malta għall-fora relatati tal-UE u internazzjonali rilevanti;
- Jassisti fil-kompilazzjoni ta' dossiers u struzzjonijiet meħtieġa għal-Kunsill u laqgħat Ministerjali oħra relatati mal-UE;
- Jikkoordina mal-EU Coordination Unit, ir-Rappreżentanza Permanenti ta' Malta għall-UE u l-Ministeru għall-Affarijiet Barranin u Turizmu dwar kwistjonijiet relatati mal-pożizzjoni kif u meta meħtieġ;
- Jassisti fir-riċerki regolari fuq suġġetti relatati kif meħtieġ, u jqassam tali riċerka jew kwalunkwe rapport u informazzjoni oħra lill-manigment fid-Dipartiment u kwalunkwe entità interna jew esterna relatati;
- Jikkonsulta ma' entitajiet interni, entitajiet esterni u Ministeri sekondarji rilevanti, fit-thejjija ta' Memoranda ta' Spjegazzjoni u Memoranda Ristretta;
- Jassisti fl-Abbozar ta' Memos tal-Kabinett kif ukoll emendi għal-legislazzjoni nazzjonali kif meħtieġ fittraspożizzjoni tal-ligi ta' l-UE jew kwalunkwe politika nazzjonali oħra;
- Jikkoordina tal-konsultazzjonijiet pubbliċi relatati li jaqgħu taħt ir-responsabbiltà ta' din il-pożizzjoni kif u meta meħtieġ;
- Jsegwi obbligi li joħorġu minn leġislazzjoni tal-UE, obbligi oħra internazzjonali jew kwalunkwe obbligu ieħor li jkunu jaqgħu taħt ir-responsabbiltà ta' din il-pożizzjoni;
- Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Fit-twettiq tal-kompiti elenkati hawn fuq, l-uffiċjal għandha taħdem b'mod diligenti u leali fl-aħjar interessi tal-Ministeru għall-Edukazzjoni u l-Isport

Annex A

Ministry	Ministry for Education and Sport
Job title	<i>Manager I</i>



MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Manager I within the Directorate for EU Affairs, International Relations and Policy Development in the Ministry for Education and Sport, include:

- i Keep up to date with the latest developments through research on EU and other relevant international fora as required, while ensuring that the respective Director or any other delegated Office is kept updated with the most up-to-date research.
- ii Consulting with internal and external entities and drawing up Briefing and Background Notes as well as Instruction Notes and Speaking notes for Council Working Parties, COREPER, Committee Meetings, Commission Working Groups or any other EU or international fora related to this position's area of responsibility;
- iii Scrutinising EU regulations and directives falling within the remit of the Ministry;
- iv After consulting with the relevant entities, drafting of Malta's position in all related EU and international forum;
- v Assist in the compilation of necessary dossiers and briefs for Council and other EU-related Ministerial meetings;
- vi Coordination with the EU Coordination Unit, the Permanent Representation of Malta to the EU and the Ministry for Foreign Affairs and Tourism on issues related to the position as and when required;
- vii Assist in conducting regular research on related topics as necessary and disseminating such research or any other reports and information to senior management within the Department and any relevant internal or external entities;
- viii Consulting with internal entities, external entities and relevant secondary Ministries in the preparation of Explanatory Memoranda and Restricted Memoranda;
- ix Assist in the drafting Cabinet Memos as well as amendments to national legislation as required in the transposition of EU law or any other national policies;
- x Coordination of public consultations related to the area of responsibility as and when required;
- xi Following up on obligations emanating from EU or international legislation or any other obligations relevant to the area of responsibility;
- xii Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xiv Any other duties as directed by the Principal Permanent Secretary.

In performing the above-listed tasks, the officer shall work diligently and loyally in the best interests of the Ministry for Education and Sport.