Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjieg	Assistant Manager

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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Assistant Manager fi ħdan l-Internal Audit and Compliance Unit jinkludu li:

i. mar-Regolament Ġenerali dwar il-Protezzjoni tad-Data (GDPR), mal-leġiżlazzjoni Maltija applikabbli dwar il-protezzjoni tad-data u mal-politiki interni; jidentifika kwistjonijiet ta' tħassib u jsegwi l-azzjonijiet korrettivi miftiehma.

ii. Iħejji u jaġġorna abbozzi ta' politiki, proċeduri, avviżi ta' privatezza u gwida għall-persunal dwar il-protezzjoni tad-data, sabiex jiġu riveduti mid-DPO u approvati permezz tal-kanali xierqa.

iii. Jikkoordina l-ġbir u l-aġġornament tar-rekords tal-attivitajiet ta' pproċessar u tad-dokumentazzjoni ta' sostenn mad-dipartimenti rilevanti.

iv. Jassisti lid-dipartimenti fit-tħejjija ta' valutazzjonijiet tal-impatt fuq il-protezzjoni tad-data (DPIAs), jikkoordina l-informazzjoni ta' sostenn u jsegwi l-miżuri ta' mitigazzjoni, filwaqt li jirreferi lid-DPO kwistjonijiet li jeħtieġu parir speċjalizzat.

v. Jappoġġa l-verifiki tal-konformità u l-awditi billi jiġbor evidenza, jiddokumenta s-sejbiet u jżomm reġistru ta' segwitu tal-azzjonijiet fir-rigward ta' rakkomandazzjonijiet li għadhom pendenti.

vi. Jorganizza taħriġ u inizjattivi ta' sensibilizzazzjoni dwar il-protezzjoni tad-data, iħejji materjal taħt il-gwida tad-DPO u jżomm rekords tal-attendenza u tat-taħriġ.

vii. Jassisti fir-reviżjoni tal-aspetti tal-protezzjoni tad-data fl-arranġamenti mal-forniturі, fil-ftehimiet ta' pproċessar u fil-proposti għall-kondiviżjoni tad-data; jiġbed l-attenzjoni tad-DPO u tal-uffiċjali legali jew tal-akkwist rilevanti għal kwistjonijiet ta' tħassib.

viii. Iwettaq dmirijiet oħra raġonevolment relatati mal-appoġġ fil-qasam tal-protezzjoni tad-data, skont kif assenjati, u b'mod konsistenti mal-kompetenza tiegħu/tagħha, mal-awtorità ddelegata u mal-indipendenza tad-DPO.

ix. Jattendi taħriġ relatat mal-funzjonijiet tat-Taqsima, skont il-ħtieġa.

x. Iwettaq kwalunkwe kompitu ieħor li s-superjuri jistgħu jiddelegaw lilu/lilha, skont il-ħtieġa.

xi. Iwettaq kwalunkwe xogħol ieħor kif ordnat mis-Segretarju Permanenti (MES); u

xii. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport
Job title	Assistant Manager

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

Duties and responsibilities

The duties of an Assistant Manager within the Internal Audit and Compliance Unit include:

i. Assist the DPO in monitoring compliance with the General Data Protection Regulation (GDPR), applicable Maltese data protection legislation and internal policies; identify concerns and follow up on agreed corrective actions.

ii. Prepare and update draft data protection policies, procedures, privacy notices and staff guidance for review by the DPO and approval through the appropriate channels.

iii. Coordinate the collection and updating of records of processing activities and supporting documentation with the relevant departments.

iv. Assist departments in preparing data protection impact assessments (DPIAs), coordinate supporting information and track mitigation measures, referring matters requiring specialist advice to the DPO.

v. Support compliance checks and audits by collecting evidence, documenting findings and maintaining an action tracker for outstanding recommendations.

vi. Organise data protection training and awareness initiatives, prepare materials under the DPO's guidance and maintain attendance and training records.

vii. Assist in reviewing the data protection aspects of supplier arrangements, processing agreements and data-sharing proposals; flag concerns to the DPO and relevant legal or procurement officers.

viii. Perform other duties reasonably related to data protection support, as assigned, consistent with the postholder's competence, delegated authority and the DPO's independence.

ix. Attend training related to the Unit's functions, as necessary.

x. Undertake any other tasks that superiors may delegate to him/her, as required.

xi. Carrying out any other work as directed by the Permanent Secretary (MES) and

xii. Any other duties as directed by the Principal Permanent Secretary.