

Anness A

Ministeru	<i>Ministeru għall-Intern, is-Sigurta' Nazzjonali u l-Infurzar tal-Liġi</i>
L-impjeg	<i>Post ta' Senior Legal Officer</i>



MINISTERU GĦALL-INTERN, IS-SIGURTA' NAZZJONALI U L-INFURZAR TAL-LIĠI

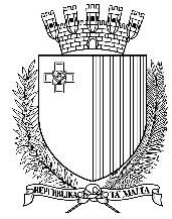
201, TRIQ ID-DEJQA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jiprovdi pariri legali lid-Dipartiment u tassisti Uffiċjali tal-Prosekuzzjoni fit-thejjija tal-każijiet;
- ii. Jwettaq xogħol legali skont l-istandards tal-professjoni inkluż tabbozza u tiffajlja atti ġudizzjarji;
- iii. Jagħti pariri u tirrapreżenta lid-Dipartiment u lill-Kap tad-Dipartiment quddiem il-qrati/tribunali f'Malta/Għawdex skont kif meħtieġ;
- iv. Jattendi u tipparteċipa f'taħriġ, laqgħat, konferenzi u seminars kemm ġewwa u barra minn Malta;
- v. Jagħmel riċerka legali, analiżi, rapporti, u *memos* tal-kabinet skont kif meħtieġ;
- vi. Jikkordina mall-Uffiċċju tal-Avukat Ġenerali/Avukat tal-iStat, u Dipartimenti oħra tal-Gvern f'oqsma relatati mad-Dipartiment, skont il-ħtieġa;
- vii. Jfassal u/jew tagħti pariri fit-tfassil ta' formoli jew avvizi uffiċċjali skedati relatati mar-rwol u funzjoni tad-Dipartiment;
- viii. Jassisti fil-formolazzjoni tal-politika u funzjonijiet oħra tad-Dipartiment billi tipprepara *briefs* fir-rigward ta' oqsma li jaqgħu taħt il-kompetenza tad-Dipartiment;
- ix. Jabbozza liġijiet u regolamenti, inkluż emendi ta' leġislazzjonijiet eżistenti, kif ukoll kuntratti u strumenti oħra miktuba, f'oqsma li jaqgħu taħt ir-reponsabbilta' tad-Dipartiment;
- x. Jikkolabora u tassisti lid-*Data Protection Officer* tad-Dipartiment skont il-bżonn, fl-implimentazzjoni, immaniġjar u montitoragg fir-rigward tal-użu tad-Data tad-Dipartiment inkluż il-*Passenger Name Record* (PNR), skont il-leġislazzjoni u l-prattici tal-Protezzjoni tad-Data, kif meħtieġ;
- xi. Jagħti attenzjoni lid-dettalji ta' informazzjoni miksuba waqt l-ipproċessar, l-analiżi u l-evalwazzjoni tad-*data* sabiex tittieħed azzjoni neċessarja;
- xii. Jmantni u tikkomunika attitudni pożittiva u professjonali waqt il-komunikazzjoni mall-awtoritajiet kompetenti;
- xiii. Jżzomm kunfidenzjalita' tad-*data* kollha riċevuta u mibgħuta;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Home Affairs and National Security</i>
Job title	<i>Post of Senior Legal Officer</i>



MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Provides Legal advice to the Department and assist Prosecution Officers in the preparation of court cases;
- ii. Performs legal work in accordance with the standards of the profession including the preparation and filing of judicial acts;
- iii. Advices and represent the Department and the Head of Department before the courts/tribunals in Malta/Gozo as necessary;
- iv. Attends and participate in training, meetings, conferences and seminars in Malta and abroad;
- v. Carry out legal research, perform analysis, draw up reports and cabinet memos as may be required;
- vi. Liaises with the Office of the Attorney General/State Advocate and other Government Departments as necessary in matters related to the Department;
- vii. Draw and/or advise in the drawing up of official scheduled forms or notices related to the Department's role and function;
- viii. Assists in the policy formulation and other functions of the Department by the preparation of briefs in relation to areas falling within the remit of the Department;
- ix. Drafts laws and regulations, including amendments to existing legislation, as well contracts and other written instruments and to peruse documents drafted by others;
- x. Collaborates and assist the Department's Data Protection Officer as required in the implementation, management and monitoring of the use of the Department's Data including the Passenger Name Record (PNR), according to Data Protection legislation and practices, as required;
- xi. Pays attention to details and information gathered through the processing, analyses and evaluation data, to be able to take the necessary action;
- xii. Maintains and communicate a positive and professional attitude during communication with competent authorities;
- xiii. Retains confidentiality of all data received and sent;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.