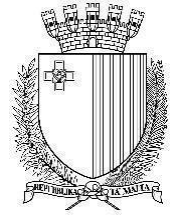


# Anness A

<b>Ministeru</b>	Ministeru għall-Intern, is-Sigurta', ir-Riformi u l-Ugwaljanza
<b>L-impjieg</b>	<i>Manager I</i>



MINISTERU GĦALL-INTERN, IS-SIGURTA', IR-RIFORMI U L-UGWALJANZA

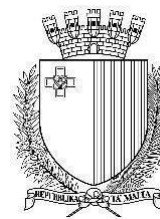
201, TRIQ ID-DEJQA, VALLETTA, VLT 1433

## Dmirijiet u responsabbiltajiet

- i. Jipprepara dokumenti ta' politika, dokumenti analitiċi u ta' sfond, briefs, rapporti, kif ukoll riċerka, b'appoġġ għall-attivitajiet tal-Ministeru għall-Intern, is-Sigurta', ir-Riformi u l-Ugwaljanza fir-rigward tad-drittijiet tal-bniedem, l-ugwaljanza, in-nondiskriminazzjoni, l-inklużjoni, l-integrazzjoni tal-migranti u l-ġlieda kontra r-razziżmu;
- ii. Jippartecipa b'mod attiv f'konferenzi u laqgħat, partikolarment dwar id-drittijiet tal-bniedem, l-ugwaljanza, in-nondiskriminazzjoni, l-inklużjoni u l-integrazzjoni tal-migranti;
- iii. Jipprovdi assistenza u gwida lill-organizzazzjonijiet u lill-individwi dwar id-drittijiet tal-bniedem, l-ugwaljanza, in-nondiskriminazzjoni, l-inklużjoni u l-integrazzjoni tal-migranti;
- iv. Jiffacilita l-aċċess lill-organizzazzjonijiet u lill-individwi għall-oqsma dwar id-drittijiet tal-bniedem, l-ugwaljanza, in-nondiskriminazzjoni, l-inklużjoni u l-integrazzjoni tal-migranti;
- v. Jassisti fid-disinni tal-pakketti tat-taħriġ fuq id-Drittijiet tal-Bniedem lill-immigranti, komunitajiet, minoranzi, uffiċjali pubbliċi, uffiċjali fis-settur pubbliku u l-pubbliku ġenerali;
- vi. Jipprovdi taħriġ fuq id-Drittijiet tal-Bniedem lill-immigranti, komunitajiet, minoranzi, uffiċjali pubbliċi, uffiċjali fis-settur pubbliku u l-pubbliku ġenerali;
- vii. Jassisti fil-preparazzjonijiet loġistiċi u organizzattivi bħal avvenimenti, attivitajiet u laqgħat organizzati mill-Ministeru skont kif meħtieġ;
- viii. Jippromwovi d-drittijiet umani, ugwaljanza, nondiskriminazzjoni, inkluzjoni u l-integrazzjoni tal-immigranti b'użu tal-midja soċjali, riklami televiżivi, programmi televiżivi, media diġitali, media stampata u iktar tipi ta' promozzjoni;
- ix. Jassisti fl-iżvilupp u koordinament tal-kampanji li jqajmu kuxjenza;
- x. Jassisti fl-iżvilupp ta' proposti ta' proġetti kif jista' jkun meħtieġ minn żmien għal żmien;
- xi. Jassisti fl-implimentazzjoni ta' proġetti kif jista' jkun meħtieġ minn żmien għal żmien;
- xii. Jassisti fit-tnejn tal-Budgets u r-rapporti finanzjarji;
- xiii. Jassisti fit-tnejn tal-pjanijiet għar-Riżorsi Umani, il-Pjanijiet ta' Azzjoni u rapporti relatati;
- xiv. Jassisti fl-iproċessar tal-akkwist u l-pagamenti;
- xv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Home Affairs, Security, Reforms and Equality
<b>Job title</b>	<i>Manager I</i>



MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY

201, STRAIT STREET, VALLETTA, VLT 1433

## Duties and responsibilities

- i. Prepares policy papers, analytical and background papers, briefs, reports as well as research in support of the activities of the Ministry for Home Affairs, Security, Reforms and Equality with regard to human rights, equality, non-discrimination, inclusion, migrant integration and anti-racism;
- ii. Actively participates in conferences and meetings, particularly with regard to human rights, equality, non-discrimination, inclusion and migrant integration;
- iii. Provides assistance and guidance to organisations and individuals about Malta's human rights, equality, non-discrimination, inclusion and migrant integration frameworks;
- iv. Facilitates access to the frameworks related to human rights, equality, non-discrimination, inclusion and migrant integration;
- v. Assist in designing training packages on Human Rights for migrants, communities, minorities, public officers, officers in the public sector and general public;
- vi. Provide training on Human Rights to migrants, communities, minorities, public officers, officers in the public sector and general public;
- vii. Assists in the logical and organisational preparations, for events, activities and meetings organised by the Ministry, as required;
- viii. Promote human rights, equality, non-discrimination, inclusion and migrant integration using social media, television advertisements, television programmes, digital media, printed media and other forms of promotion;
- ix. Assist in the development and coordination of awareness raising campaigns;
- x. Assists in the development of project proposals as may be necessary from time to time;
- xi. Assists in the implementation of projects as may be necessary from time to time;
- xii. Assists in the preparation of Budgets and financial reports;
- xiii. Assists in the preparation of HR Plans, Action Plans and reports;
- xiv. Assists in the processing of procurement and payments;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. Any other duties as directed by the Principal Permanent Secretary.