

# Anness A



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

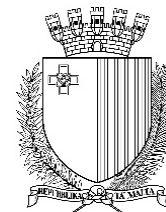
MINISTERU GHALL-INTERN, IS-SIGURTA' , IR-RIFORMI U L-UGWALJANZA

201 TRIQ ID-DEJQA VALLETTA, MALTA

## Dmirijiet u responsabbiltajiet

- i. Jigbor u jiproċessa evidenza fuq ix-xena tar-reat, u / jew ġewwa l-laboratorju;
- ii. Jirrapporta sejbiet, jisottometti l-evidenza u jixhed viva voce l-qorti, li jinkludi xhieda quddiem ġurati;
- iii. Jipprepara rapporti neċessarji tal-investigazzjoni u dokumenti li jkunu meħtieġa għall-qorti;
- iv. Jidher u jixhed fil-proċessi uffiċjali;
- v. Jassisti uffiċjali tal-ġustizzja kriminali fil-preparazzjoni tal-każijiet kriminali, kemm personali kif ukoll jipprovdi rapporti, abbozzi, u ritratti;
- vi. Iwassal testimonjanza ġewwa l-qorti f'każijiet kriminali, li mhux biss juri l-evidenza li tkun ingabret imma li jkun kapaċi jagħti spjegazzjoni b'mod sempliċi, sabiex il-ġurati ikunu jistaw jifhmu l-importanza tal-evidenza xjentifika;
- vii. Iżomm għarfien dwar regoli u regolamenti, u l-każijiet tal-qorti li għandhom x'jaqsmu max-xogħol;
- viii. Iwassal dokumenti neċessarji, bħar-rapporti tal-amministrazzjoni u formuli li għandhom x'jaqsmu mad-dipartiment u / jew mal-qrati;
- ix. Jagħmel xogħol ieħor relatat;
- x. Kwalunkwe kompit u ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xi. Iwettaq dmirijiet oħra li jistgħu jigu aggornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii. Kwalunkwe dmir ieħor skont kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



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

MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY  
201, STRAIT STREET, VALLETTA, MALTA

## Duties and responsibilities

- i. Collects and/or processes evidence at a crime scene, and/or at the laboratory;
- ii. Reports findings, submits vital evidence and testifies viva voce in court sittings including Trial by Juries;
- iii. Prepares necessary investigative reports and documentation for court cases;
- iv. Appears and testifies in official proceedings;
- v. Assists criminal justice officials in preparing criminal cases, in person and by providing reports, sketches, and photographs;
- vi. Delivers expert testimony in criminal court cases, which must not only follow the rules of evidence but must also be able to explain, in laymen's terms, to a jury the significance of the evidence as it relates to scientific proof;
- vii. Maintains an in-depth knowledge of the statutes, court cases related to work performed, rules and regulations;
- viii. Prepares and forward all necessary administrative reports and forms in keeping with departmental and/or Law Courts policies;
- ix. Any other duties commensurate with the role;
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xi. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xii. Any other duties as directed by the Principal Permanent Secretary.