

# Anness A

<b>Ministeru</b>	<i>Ministeru għall-Intern, is-Sigurta' Nazzjonali u l-Infurzar tal-Liġi</i>
<b>L-impjieg</b>	<i>Manager I</i>



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

201, TRIQ ID-DEJQA VALLETTA

## Dmirijiet u Responsabbiltajiet

- i. Iżomm aġġornat ma' dak li qed jiġri fl-Unjoni Ewropea u fora internazzjonali rilevanti oħra fir-rigward tas-sigurtà, u l-politika kontra t-terroriżmu;
- ii. Iżomm kuntatt mal-persuni/esperti tekniċi rilevanti u ma' Ministeri oħra, sabiex jiżgura kontribuzzjonijiet ta' riċerka korretti u f'waqthom lill-awtoritajiet/dipartimenti rilevanti;
- iii. Jissorvelja u jiżgura l-implimentazzjoni b'suċċess u l-ilħuq ta' indikaturi tal-Ftehim ta' Għotja Dipartimentali rilevanti u Programm ta' Hidma kif applikabbli;
- iv. Joħloq, idahħal, jaġġorna u jżomm skedi ta' dejta u bażijiet ta' dejta kif applikabbli u jwettaq backups regolari ta' dejta flimkien mal-iffajljjar, ikkupjar, skannjar u arkivjar ta' dokumenti/fajls kif meħtieġ;
- v. Iwettaq kompiti analitiċi, inkluż il-ġbir, l-ipproċessar tad-dejta u l-analiżi ta' dejta dwar sugġetti varji, speċjalment fil-qasam tal-każijiet ta' prijorità għolja;
- vi. Jipproċessa volumi għoljin ta' dejta bl-iktar mod effiċjenti u effettiv;
- vii. Jabbozza u jirrevedi rapporti ta' analiżi ta' intelligenza f'diversi oqsma tal-kriminalità;
- viii. Iwettaq kontroll tal-kwalità tal-ipproċessar ta' dejta u rapporti analitiċi;
- ix. Jipparteċipa f'laqgħat, gruppi ta' hidma u konferenzi u jippreżenta riżultati analitiċi kif u meta meħtieġ;
- x. Jipprova appoġġ analitiku fuq il-post b'konnessjoni ma' attivitajiet u avvenimenti operattivi speċifiċi jekk u meta meħtieġ;
- xi. Jipparteċipa f'xogħol stand-by u/jew xogħol bix-xift kif u meta meħtieġ;
- xii. Iwettaq kwalunkwe dover ieħor fil-qasam tal-kompetenza kif assenjat mill-Kap tat-Taqsima ta' Kontra t-Terroriżmu.
- xiii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor, kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND  
LAW ENFORCEMENT

201, STRAIT STREET, VALLETTA

<b>Ministry</b>	<i>Ministry for Home Affairs, National Security and Law Enforcement</i>
<b>Job title</b>	<i>Manager I</i>

## Duties and Responsibilities

- i. Keeping up to date with what is happening within the European Union and other relevant international fora with regards to security, and counter-terrorism policy;
- ii. Liaising with the relevant technical persons/experts and with other Ministries, in order to ensure correct and timely research contributions to the relevant authorities/departments;
- iii. Monitoring and ensuring the successful implementation and reaching of indicators of the relevant Departmental Grant Agreement and Work Programme as applicable;
- iv. Creating, inputting, updating and maintaining data sheets and databases as applicable and performing regular data backups together with filing, copying, scanning and archiving documents/files as required;
- v. Perform analytical tasks, including the gathering, data processing and analysis of data on various topics, especially in the area of high priority cases;
- vi. Process high volumes of data in the most efficient and effective way;
- vii. Draft and review intelligence analysis reports in various crime areas;
- viii. Perform quality control of processing of data and analytical reports;
- ix. Participate in meetings, working groups and conferences and present analytical results as and when required;
- x. Provide on-the-spot analytical support in connection with specific operational activities and events if and when required;
- xi. Participate in stand-by duty and/or shift work as and when required;
- xii. Perform any other duties in the area of competence as assigned by the Head Counter-Terrorism Unit.
- 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.