

# Anness A



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

## Dmirijiet u responsabbiltajiet

- i. Jassisti lill-Kap tad-Dipartiment tal-Investigazzjonijiet tar-Reati Ekonomiki fl-implementazzjoni tal-programm tax-xogħol;
- ii. Jassisti biex tingabar *data*/informazzjoni minn registri finanzjarji, janalizza d-*data* u jipprezenta b'format adegwata;
- iii. Jassisti fir-riċerka forensika biex issegwi fondi u jidentifika assi għall-irkupru;
- iv. Jassisti fit-twettiq ta' analiżi forensika ta' *data* finanzjarja;
- v. Jgħin fil-preparazzjoni ta' rapporti forensiċi u ta' *accounting* dettaljati minn sejbiet finanzjarji kif u meta meħtieġ;
- vi. Jassisti fl-intervisti biex jikxef u jivverifika informazzjoni;
- vii. Jgħin fil-preparazzjoni ta' *data* analitika għall-każijiet tal-Qorti u jattendi seduti tal-Qorti meta meħtieġ biex jipprovdi evidenza fil-każijiet assenjati;;
- viii. Jifhem l-implikazzjonijiet wiesgħa ekonomiċi u legali tal-każ assenjat;
- ix. Jattendi laqgħat ma' partijiet rilevanti f'Malta jew barra minn Malta meta jkun mitlub;
- x. Jivvjaġġa barra minn Malta biex iwettaq investigazzjonijiet u jikseb taħriġ neċessarju meta jkun mitlub;
- xi. Izomm aġġornat fil-qasam finanzjarju u kummerċjali kemm lokali kif ukoll internazzjonali inkluż żvilupp legali;
- xii. Izomm aġġornat fl-avvanzi tal-ICT speċjalment dwar *software* tal-qasam finanzjarju;
- xiii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv. Kwalunkwe dmir ieħor skont kif ordnat mis-Segretarju Permanenti Ewlieni.

## Annex A

<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. Assists the Head of Financial Crimes Investigations Department in implementing the work programme;
- ii. Assists in extracting data from financial records, analysis data and presents it in an appropriate format;
- iii. Assists in performing forensic research to trace funds and identifies assets for recovery;
- iv. Assists in conducting forensic analysis of financial data;
- v. Assists in preparing detailed forensic accounting reports from financial findings as and when required;
- vi. Assists in undertaking interviews to uncover and verify information;
- vii. Assists in the preparation of analytical data for court cases and attends court sessions when required to provide evidence in assigned cases;
- viii. Understands the wider economic and legal implications of a case assigned;
- ix. Attends meetings with relevant stakeholders in Malta or abroad when required;
- x. Travels abroad to conduct investigations and obtains necessary training when required;
- xi. Keeps abreast in the local and international financial and commercial field including developments in Legal aspects;
- xii. Keeps abreast of advancements in ICT especially with respect to software in the financial field;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Any other duties as directed by the Principal Permanent Secretary.