

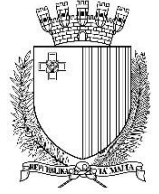


<b>Ministeru</b>	<i>Ministeru għall-Intern, is-Sigurta' Nazzjonali u l-Infurzar tal-Liġi</i>
<b>L-impjeg</b>	<i>Senior Legal Officer</i>

## Dmirijiet u Responsabbiltajiet

- i. Jassisti u jipprovdi pariri interni lid-Dipartiment, u lil kwalunkwe waħda mit-taqsimiet, sezzjonijiet, uffiċċji u impjegati tagħha, dwar diversi kwistjonijiet legali, b'mod partikolari fil-qasam tal-portafoll assenjat, inklużi, iżda mhux limitati għal:
  - strumenti legali tal-Unjoni Ewropea fil-qasam tal-Kooperazzjoni tal-Pulizija, il-ġestjoni tal-fruntieri esterni u s-Sistema ta' Informazzjoni ta' Schengen;
  - Il-Liġi Kriminali u tal-Immigrazzjoni;
  - Liġijiet relatati mal-Protezzjoni tad-Data u l-Liberta' tal-Informazzjoni;
  - Liġijiet li jirregolaw kwalunkwe kwistjoni relatata mal-amministrazzjoni pubblika, inklużi proċedimenti dixxiplinari u l-Att dwar il-Pulizija;
  - Liġijiet relatati ma' liċenzji u permessi li l-ħruġ tagħhom jaqa' taħt ir-responsabbilta' tal-Kummissarju tal-Pulizija;
- ii. Jassisti fil-formulazzjoni tal-policy u funzjonijiet oħra tad-Dipartiment fir-rigward ta' oqsma li jaqgħu taħt il-kompetenza tad-Dipartiment;
- iii. Jattendi u jirrapreżenta lid-Dipartiment f'laqgħat, konferenzi, seminars u fora oħra f'Malta jew barra minn Malta, kif ikun meħtieġ;
- iv. Jirrapreżenta lid-Dipartiment quddiem il-Qrati, tribunali u bordijiet, kif meħtieġ;
- v. Jassisti fl-abbozzar ta' emendi għall-Atti u l-Legizlazzjoni Sussidjarja rilevanti, u twestaq kompiti relatati mal-formulazzjoni u l-armonizzazzjoni tal-legizlazzjoni tal-UE, kemm bl-Ingliż kif ukoll bil-Malti, kif meħtieġ;
- vi. Jassisti fl-abbozzar u r-reviżjoni ta' offeri, kuntratti u ftehmiet oħra;
- vii. Jikkollabora mal-Uffiċċju tal-Avukat tal-Istat u tal-Avukat Ġenerali, skont il-każ;
- viii. Jhejji u jippreżenta atti ġudizzjari, kif ukoll jagħti segwitu għall-istess qrati, tribunali u bordijiet, fejn meħtieġ, u jagħmel sottomissjonijiet legali, fl-interess tad-Dipartiment;
- ix. Jkun effiċjenti sabiex jilħqu l-iskadenzi stabbiliti u jkollhom inizzjattiva biex iwettqu dak li huwa mistenni fil-pront;
- x. Jagħti pariri u gwidi lill-*Junior Legal Officers*, *Legal Officers* u uffiċjali oħra assenjati b'dmirijiet u kompiti simili fl-istess uffiċċju, fejn meħtieġ, fit-tweġġ tal-kompiti u d-dmirijiet imsemmija hawn fuq;
- xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



MINISTERU GHALL-INTERN, IS-SIGURTA' NAZZJONALI U L-INFURZAR TAL-LIGI  
201, TRIQ ID-DEJQA VALLETTA

<b>Ministry</b>	<i>Ministry for Home Affairs, National Security and Law Enforcement</i>
<b>Job title</b>	<i>Senior Legal Officer</i>

## Duties and Responsibilities

- i. Assists and provides internal advice to the Department, and any of its units, sections, offices and employees, on various legal matters, particularly in the area of the assigned portfolio, including, but not limited to:
  - legal instruments of the European Union in the area of Police Cooperation, external border management and the Schengen Information System;
  - Criminal and Immigration Law;
  - Laws relating to Data Protection and Freedom of Information;
  - Laws regulating any matter related to public administration, including disciplinary proceedings and the Police Act;
  - Laws relating to licences and permits the issuance of which falls within the responsibility of the Commissioner of Police;
- ii. Assists in the policy formulation and other functions of the Department in relation to areas falling within the remit of the Department;
- iii. Attends and represents the Department in meetings, conferences, seminars and other for a in Malta or abroad, as may be required;
- iv. Represents the Department before the Courts, tribunals and boards, as necessary;
- v. Assists in the drafting of amendments to the relevant Acts and Subsidiary Legislation, and carries tasks related to the formulation and harmonisation of EU legislation, both in English and Maltese, as necessary;
- vi. Assists in the drafting and review of tenders, contracts and other agreements;
- vii. Liaise with the Office of the State Advocate and of the Attorney General, as the case may be, as may be necessary;
- viii. Prepares and files judicial acts, as well as follow up on same in Courts, tribunals and boards, where necessary, and make legal submissions, in the interests of the Department;
- ix. Be efficient in order to meet deadlines set and have initiative to deliver what is expected in a prompt manner;
- x. Advices and guides the Junior Legal Officers, Legal Officers and other officers assigned with similar duties and tasks within the same office, where necessary, in carrying out the above tasks and duties;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Any other duties as directed by the Principal Permanent Secretary.

