

# Anness A



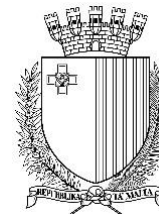
<b>Ministeru</b>	<i>Ministeru għall-Intern, is-Sigurta' Nazzjonali u l-Infurzar tal-Liġi</i>
<b>L-impjeg</b>	<i>Manager II</i>

MINISTERU GĦALL-INTERN, IS-SIGURTA' NAZZJONALI U L-INFURZAR TAL-LIĠI  
201 TRIQ ID-DEJQ VALLETTA, MALTA

## Dmirijiet u responsabbiltajiet

- i. Jassisti lill-Kap tad-Dipartiment tal-Investigazzjonijiet tar-Reati Ekonomiċi fl-implementazzjoni tal-programm tax-xogħol;
- ii. Jiġbed *data* / informazzjoni minn reġistri finanzjarji, janalizza d-*data* u jipprezentaha b'format adegwat;
- iii. Jwettaq riċerka forensika biex issegwi fondi u jidentifika assi għall-irkupru u jwettaq analiżi forensika ta' *data* finanzjarja;
- iv. Jipprepara rapporti forensiċi u ta' *accounting* dettaljati minn sejbiet finanzjarji kif u meta meħtieġ;
- v. Jagħmel intervisti biex jikxef u jivverifika informazzjoni;
- vi. Jipprepara *data* analitika għall-każijiet tal-Qorti;
- vii. Jifhem l-implikazzjonijiet wiesgħa ekonomiċi u legali tal-każ assenjat;
- viii. Jattendi seduti tal-Qorti meta meħtieġ biex jipprovdi evidenza fil-każijiet assenjati;
- ix. Jattendi laqgħat ma' partijiet rilevanti f'Malta jew barra minn Malta;
- x. Jivvjaġġa barra minn Malta biex iwettaq investigazzjonijiet u jikseb taħriġ neċessarju;
- xi. Iżomm aġġornat fil-qasam finanzjarju u kummerċjali kemm lokali kif ukoll internazzjonali inkluż żvilupp legali;
- xii. Iżomm 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-rekwiżiti ta' kwalunkwe qasam ieħor, kif ikkonfermat mis-Segretarju Permanenti;
- xv. Kwalunkwe dmir ieħor hekk 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 II</i>

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY  
AND LAW ENFORCEMENT  
201, STRAIT STREET, VALLETTA, MALTA

## Duties and responsibilities

- i. Assist the Head of Financial Crimes Investigations Department in implementing the work programme;
- ii. Extract data from financial records, analyse data and present it in appropriate format;
- iii. Perform forensic research to trace funds and identify assets for recovery and conduct forensic analysis of financial data;
- iv. Prepare detailed forensic accounting reports from financial findings as and when required;
- v. Undertake interviews to uncover and verify information;
- vi. Prepare analytical data for court cases;
- vii. Understand the wider economic and legal implications of a case assigned;
- viii. Attend Court sessions when required to provide evidence in assigned cases;
- ix. Attend meetings with relevant stakeholders in Malta or abroad;
  - x. Travel abroad to conduct investigations and obtain necessary training;
- xi. Keep abreast in the local and international financial and commercial field including developments in Legal aspects;
- xii. Keep abreast of advancements in ICT especially with respect to software in the financial field;
- xiii. Undertake 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.