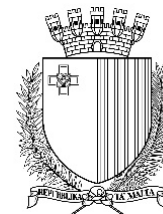


Annex A



Ministry	<i>Ministry for Home Affairs, National Security and Law Enforcement</i>
Job title	<i>Manager II (Communications)</i>

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY
AND LAW ENFORCEMENT

201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Performs research on Social Media Trends ;
- ii. Creates public engagement content based on previous research ;
- iii. Designs material such as but not limited to posters, calendars and magazines ;
- iv. Works with the videographer and creates storyboard for the filming section ;
- v. Liaises with both internal and external stakeholders ;
- vi. Keeps up to date with both internal and external current affairs and the department's organisation structure ;
- vii. Seeks internal approvals ;
- viii. Keeps up to date with related ethics ;
- ix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- x. Any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.