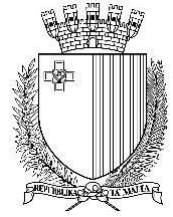


# Annex A

<b>Ministeru</b>	<i>Ministeru għall-Intern, is-Sigurta', Ir-Riformi u l-Ugwaljanza</i>
<b>L-impjeg</b>	<i>Manager I</i>



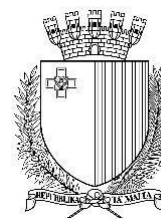
MINISTERU GHALL-INTERN, IS-SIGURTA', IR-RIFORMI U L-UGWALJANZA  
201 TRIQ ID-DEJQA VALLETTA, MALTA

## Dmirijiet u Responsabbiltajiet

- i. Jassisti lill-Uffiċjal inkarigat mis-sezzjoni fl-implimentazzjoni tal-programm ta' hidma;
- ii. Jassisti fil-ġbir tal-evidenza diġitali b'mod legalment ammissibbli u jgħin fit-twettiq ta' analizi forensika fuq data miżmuma f'mezzi diġitali biex jidentifika evidenza u jgħin biex tiġi evalwata r-rilevanza tagħha għal investigazzjonijiet kriminali;
- iii. Jgħin fis-sigurta tas-sistemi tal-kompjuter u apparat diġitali sabiex ma jkunux jistgħu jiġu mbagħbsa;
- iv. Jgħin biex tiġi rkuprata u tinhareġ data minn apparat diġitali għal format xieraq;
- v. Jgħin biex titwettaq analizi ta' log files u data simili biex jidentifika u jinterpreta attivitajiet suspettużi u jassisti biex jitwettqu investigazzjonijiet tekniċi fir-rigward ta' każijiet ta' cyber crime;
- vi. Jassisti biex tiġi pprezentata sejba ta' incidenti kurrenti lill-uffiċjali investigattivi;
- vii. Jgħin biex jiġi ippreparat rapport dettaljat ta' analizi tal-forensika diġitali meta jkun meħtieġ;
- viii. Jassisti f'intervisti biex jiskopri u jiverifika l-informazzjoni;
- ix. Jassisti biex jithejjew rapporti tekniċi għall-każijiet tal-Qorti u jattendi sessjonijiet tal-Qorti meta jkun meħtieġ biex jipprovdi evidenza f'każijiet assenjati;
- x. Jgħin biex titwettaq riċerka u jipparterċipa fi proġetti maħsuba biex jiżviluppaw kapacitajiet godda fi hdan is-sezzjoni u jgħin biex tithejja u jassisti fit-taħriġ tekniku fil-qasam tal-forensika diġitali;
- xi. Jattendi laqgħat mal-partijiet ikkonċernati rilevanti f'Malta jew barra mil-l-pajjiż;
- xii. Jivvjagħga barra mill-pajjiż biex iwettaq investigazzjonijiet u jikseb it-taħriġ meħtieġ;
- xiii. Iżzomm aġġornat mal-metodi u l-iżviluppi ta' cyber crime li qed jevolvu fi hdan il-qasam tal-forensika diġitali;
- xiv. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	<i>Ministry for Home Affairs, Security, Reforms and Equality</i>
<b>Job title</b>	<i>Manager I</i>



MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY

201, STRAIT STREET, VALLETTA, MALTA

## **Duties and responsibilities**

- i. Assists the officer in charge of the Unit in implementing the work programme;
- ii. Assists in providing advice and in the collection of digital evidence in a legally admissible way and helps in performing forensic analysis on data held within digital devices to identify evidence and evaluate its relevance to criminal investigations;
- iii. Helps in securing computer systems and digital devices so that they cannot be tampered with;
- iv. Helps in recovering and extracting data from digital devices to an appropriate format;
- v. Helps in performing analysis of log files, and similar data, to identify and interpret suspicions activities and assists in carrying out technical investigations in relation to cyber crime cases;
- vi. Assists in presenting findings of ongoing incidents to investigating officers;
- vii. Assists in the preparation of detailed digital forensic analysis reports as and when required;
- viii. Assists in interviews to uncover and verify information;
- ix. Helps in the preparation of technical reports for court cases and attends court sessions when required to provide evidence in assigned cases;
- x. Helps in conducting research and participate in projects intended to develop new capabilities within the unit and helps in the preparation and assists in delivering technical training in the area of digital forensic;
- xi. Attends meetings with relevant stakeholders in Malta or abroad;
- xii. Travel abroad to conduct investigations and obtain necessary training;
- xiii. Keeps abreast with evolving cyber-crime methods and developments within the digital forensic field;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary.