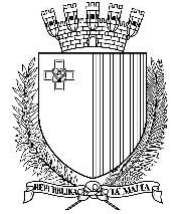


Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjieg	Junior Legal Officer



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT, IŻ-
ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Junior Legal Officer jinkludu li:

- i. Jeżercita l-professjoni tiegħu u jwettaq dmirijiet oħra kompatibbli mal-post, inkluż li jirrapreżenta lill-Ministeru fil-Qorti/Arbitraġġ u li jirrispondi għall-ittri legali;
- ii. Jassisti lis-Segretarju Permanenti u/jew ir-rappreżentant/a/i tiegħu fuq affarijiet li jkunu jeħtieġu interpretazzjoni legali;
- iii. Jabbozza jew jirrevedi ftehim;
- iv. Ihejji abbozzi ta' Ligijiet u Avviżi Legali;
- v. Jwettaq xogħol relatat ma' Regolamenti, politika u dokumenti oħra tal-UE;
- vi. Jiftaħ u jsegwi kazijiet legali sabiex jittermina ftehim u/jew jirkupra l-fondi;
- vii. Jikkollabora mal-Uffiċċju tal-Avukat tal-Istat fuq kazijiet li jkunu qed jiġu segwiti mill-uffiċċju tiegħu;
- viii. Jagħmel xogħol ta' riċerka legali f'oqsma li jaqgħu taħt il-portafoll tal-Ministeru;
- ix. Jattendi għal-laqgħat/konferenzi kemm f'Malta kif ukoll barra minn Malta;
- x. Jirrapreżenta lill-Ministeru fejn u kif meħtieġ;
- xi. Jikkordina xogħol legali bejn id-dipartimenti u l-entitajiet tal-Ministeru;
- xii. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Junior Legal Officer



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Junior Legal Officer include:

- i. Exercises his/her profession and performs other duties compatible with the post, including representing the Ministry in Court/Arbitration and respond to legal letters;
- ii. Assists the Permanent Secretary and/or his representative/s in matters requiring a legal interpretation;
- iii. Drafts or revises agreements;
- iv. Prepares draft Legislation and Legal Notices;
- v. Performs duties relating to EU Regulations, policies and other documents;
- vi. Opens and follows legal cases to terminate agreements and/or to recover funds;
- vii. Liaises with the Office of the State Advocate on cases that may be handled by that office;
- viii. Performs legal research work on fields which fall under the Ministry's portfolio;
- ix. Attends meetings/conferences in Malta and abroad;
- x. Represents the Ministry where and as necessary;
- xi. Coordinates legal work among the departments and entities of the Ministry;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.