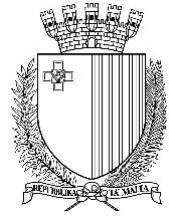


# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni u l-Isport (MEDS)
<b>L-impjieg</b>	Senior Legal Officer



MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

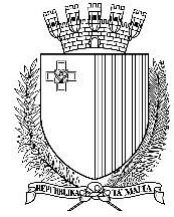
## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Senior Legal Officer jinkludu li:

- i. jipprovdi pariri legali awtoritattivi fuq proġetti partikolari, programmi u inizzjattivi, li jinkludu abbozzar ta' liġijiet u/jew kuntratti, l-aġġornar tal-leġislazzjoni u jirrevedi issues ta' policy li jaqgħu taħt ir-responsabbiltà tal-Ministeru;
- ii. jipprovdi pariri tekniċi legali lill-istaff responsabbli mill-immaniġġjar ta' xi Dipartiment/i u/jew Direttorat/i u/jew Sezzjoni/jiet fi hdan il-Ministeru, dwar it-temi kollha relatati mal-proċeduri legali ta' kwalunkwe natura. Il-persuna li tintgħazel trid ukoll tissuggerixxi proċeduri u regoli sabiex tissorvelja u tiżgura illi l-osservanza u l-proċeduri huma konformi mar-rekwiżiti legali;
- iii. jevalwa l-impatt legali fil-funzjoni ta' xi Dipartiment/i u/jew Direttorat/i u/jew Sezzjoni/jiet fi hdan il-Ministeru u l-operat tiegħu/tagħhom u jissuggerixxi emendi sabiex jithaffu l-proċeduri;
- iv. jfassal leġislazzjoni, regolamenti, regoli u policies, proċeduri, abozzar u ivvettjar ta' kuntratti skont il-ħtieġa;
- v. javża lid-Dipartiment/i u/jew Direttur/i u/jew lill-Kap/ijiet u l-istaff maniġerjali dwar l-implikazzjonijiet potenzjali ta' liġijiet ġodda, regolamenti, proċeduri u kuntratti jew tibdil f'dawk eżistenti;
- vi. jittratta korrisondenza u materji li jinvolvu aspetti tal-liġi, nklużi iżda mhux limitati għal ombudsman u PCRB;
- vii. jippreżenta u jdaħħal ġol-fajls rispettivi d-dokumenti legali;
- viii. joffri servizzi ta' konsulenza li jinkludu pariri dwar offerti u għajnuna oħra meħtieġa lil xi Dipartiment/i u/jew Direttorat/i u/jew Sezzjoni/jiet fi hdan il-Ministeru;
- ix. jkun responsabbli minn xogħol ta' riċerka, jwettaq analiżi, jhejji rapporti u jagħmel preżentazzjonijiet kemm orali kif ukoll bil-miktub skont kif ikun meħtieġ waqt ix-xogħol tiegħu/tagħha;
- x. jassisti għall-Proċeduri tal-Qorti u Arbitraġġ inkluż l-abbozzar ta' atti ġudizzjari u legali relattivi;
- xi. jassenja u jissorvelja kwalunkwe xogħol legali ieħor fi hdan xi Dipartiment/i u/jew Direttorat/i u/jew Sezzjoni/jiet fi hdan il-Ministeru;
- xii. jkun responsabbli mit-traspożizzjonijiet ta' Direttivi tal-Unjoni Ewropeja fil-leġislazzjoni Maltija u l-ksur tal-liġi li jaqgħu taħt ir-responsabilità tal-Ministeru;
- xiii. jservi ta' konsulent legali f'xi Dipartiment/i u/jew Direttorat/i u/jew Sezzjoni/jiet li jaqgħu taħt ir-responsabbiltà tal-Ministeru;
- xiv. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Education and Sport (MEDS)
<b>Job title</b>	Senior Legal Officer



MINISTRY FOR EDUCATION AND SPORT  
GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

The duties of a Senior Legal Officer include:

- i. providing authoritative legal advice on particular projects, programmes and initiatives, including drafting of laws and/or contracts, updating of legislation and reviewing policy issues falling within the remit of the Ministry;
- ii. providing technical advice to management personnel attached to a Department/s and/or Directorate/s and/or Unit/s within MEDS on all matters related to legal procedures of whatever nature and kind, and suggesting procedures and rules to monitor and ensure that performance and procedures are in line with legal requirements;
- iii. assessing the legal impact in the functioning of a Department/s and/or Directorate/s and/or Unit/s within the portfolio of the Ministry and its/their operation/s, suggesting amendments thereto which would facilitate speedier handling of procedures;
- iv. drafting of legislation, regulations, rules and policies, procedures, drafting and vetting of contracts as required;
- v. advising the Department/s and/or Director/s and/or Head/s and other senior management on the potential implications of new laws, regulations, procedure and contracts or changes to those existing;
- vi. dealing with correspondence and matters in which points of law are involved including but not limited to ombudsman and PCRB;
- vii. filing legal documents;
- viii. providing consultancy services which include tendering advice and required assistance to a Department/s and/or Directorate/s and/or Unit/s within MEDS;
- ix. conducting research work, performing analysis, drawing up reports and making oral and written representations as may be required in his/her field of work;
- x. assisting in Court and Arbitration Procedures including the drafting of relative judicial and legal acts;
- xi. assigning and overseeing any other legal work within a Department/s and/or Directorate/s and/or Unit/s falling under the remit of the Ministry;
- xii. transposing EU Directives in Maltese Legislation and dealing with infringements falling under the remit of the Ministry;
- xiii. acting as legal advisor to a Department/s and/or Directorate/s and/or Unit/s falling under the remit of the Ministry;
- xiv. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. any other duties as directed by the Principal Permanent Secretary.