

# Anness A



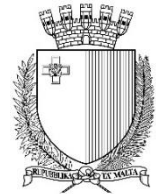
MINISTERU GHALL-FINANZI U X-XOGHOL  
30, MAISON DEMANDOLS,  
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

<b>Ministeru</b>	<i>Ministeru għall-Finanzi u x-Xogħol</i>
<b>L-impjeg</b>	<i>Junior Legal Officer</i>

## Dmirijiet u Responsabbiltajiet

- i. Jassisti u jipprovdi pariri lid-Dipartiment fuq materji varji u jikkordina ma' entitajiet governattivi skont kif ikun meħtieġ;
- ii. Jassisti fil-formulazzjoni ta' policy u fuq funzjonijiet oħra tad-Dipartiment rigward oqsma li jaqgħu taħt il-kompetenza tad-Dipartiment;
- iii. Jirrapreżenta lill-Kap tad-Dipartiment u jaqdi dmirijiet oħra f'Malta kif ukoll barra minn Malta kif dirett mill-Kap tad-Dipartiment jew mill-Management;
- iv. Jipprovdi pariri u jirrapreżenta lill-Kap tad-Dipartiment, quddiem il-Qrati u fit-Tribunal Amministrattiv skont kif ikun meħtieġ;
- v. Jipprovdi pariri dwar sugġetti legali u tekniċi kif mitlub mid-Dipartiment, kif ukoll mill-Uffiċċju tal-Kap tad-Dipartiment;
- vi. Jassisti fil-preparazzjoni ta' emendi tal-Atti u Legiżlazzjonijiet Sussidjarja;
- vii. Jipprepara jew jipprovdi pariri fil-kompilazzjoni ta' formoli uffiċjali skedati jew notifiki meħtieġa skond il-legiżlazzjoni;
- viii. Jindirizza mistoqsijiet minn klijenti, entitajiet governattivi u mpjegati ta' dipartimenti governattivi fir-rigward tal-liġi u jipprovdi aġġornamenti skont kif ikun meħtieġ;
- ix. Jikkoordina mal-Uffiċċju tal-Avukat Ġenerali skont kif ikun meħtieġ;
- x. Jattendi laqgħat, konferenzi u seminars f'Malta u anke barra minn Malta;
- xi. Iwettaq kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



MINISTRY FOR FINANCE AND EMPLOYMENT  
30, MAISON DEMANDOLS, SOUTH STREET, VALLETTA

<b>Ministry</b>	<i>Ministry for Finance and Employment</i>
<b>Job title</b>	<i>Junior Legal Officer</i>

## Duties and Responsibilities

- i. Assists and provides advice to the Department on various legal matters and liaises with other government entities whenever necessary;
- ii. Assists in the policy formulation and other functions of the Department in relation to areas falling within the remit of the Department;
- iii. Represents the Head of Department and carries out any other duties whether in Malta or abroad as directed by the Department or Management;
- iv. Advises and represents the Head of Department before the Courts and the Administrative Review Tribunal as necessary;
- v. Advises on legal/technical issues, as required at the relative department as well as the office of the Head of the Department;
- vi. Assists in the drafting of amendments to the relevant Acts and Subsidiary Legislation;
- vii. Draws or advises in the compilation of official scheduled forms or notices required by legislation;
- viii. Addresses enquiries from clients, government entities and departmental staff on the legislation and provide any updates as necessary;
- ix. Liaises with the Office of the Attorney General when necessary;
- x. Attends meetings, conferences and seminars in Malta and abroad;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary.