

Anness A



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

Ministeru	<i>Ministeru għall-Finanzi u x-Xogħol</i>
L-impjieg	<i>Senior Legal Officer</i>

Dmirijiet u Responsabbiltajiet

- i. Jipprovdi gwida lid-Dipartiment tal-Kuntratti fuq materja legali u jaħdem ma' entitajiet oħra governattivi f'dan il-qasam, meta u kif meħtieġ;
- ii. Jwettaq xogħol legali skont l-istandards tal-professjoni inkluż jabbozza u jiffajlja atti ġudizzjarji;
- iii. Iżomm aġġornat bl-iżviluppi fil-legiżlazzjoni li jista' jkollhom impatt fuq il-politika tad-Dipartiment tal-Kuntratti;
- iv. Jipprepara abbozzi ta' legiżlazzjoni, emendi għall-ligi u legiżlazzjoni sussidjarja, regolamenti, regoli, politika, proċeduri u jagħmel riċerka legali skont kif meħtieġ;
- v. Jgħati parir u jirrapprezenta lid-Dipartiment tal-Kuntratti u d-Direttur Ġenerali (Kontratti) quddiem il-Qrati/t-tribunali f'Malta/Għawdex kif ikun meħtieġ;
- vi. Jaħdem fuq skedi legali kif meħtieġa mil-legiżlazzjoni b'konformita' mal-linji gwida tad-Dipartiment tal-Kuntratti;
- vii. Jindirizza mistoqsijiet minn klijenti, entitajiet governattivi u mpjegati dwar il-legiżlazzjoni, u jipprovdi aġġornamenti regolari u skont il-ħtieġa;
- viii. Jassisti fl-awditjar, investigazzjoni u analiżi ta' każijiet kif meħtieġ;
- ix. Jagħti gwida legali u teknika lid-Direttur Ġenerali (Kontratti);
- x. Jikkordina mal-Uffiċju tal-Avukat Ġenerali/Avukat tal-iStat, Bord ta' Reviżjoni dwar Kuntratti Pubbliċi u Dipartimenti oħra tal-Gvern f'oqsma relatati mad-Dipartiment, skont il-ħtieġa;
- xi. Jagħti taħriġ marbut mal-aspett legali lill-impjegati tad-Dipartiment tal-Kuntratti u ta' entitajiet oħra tal-gvern;
- xii. Jattendi laqgħat u seminars f'Malta u barra minn Malta kif mitlub mil-Kap tad-Dipartiment;
- xiii. Jżomm kunfidenzjalita' tad-data kollha riċevuta u mibgħuta;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jkun jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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

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

Duties and Responsibilities

- i. Provides guidance to the Department of Contracts on legal matters, and works with other government entities in this field, when and as required;
- ii. Performs legal work in accordance with the standards of the profession including the preparation and filing of judicial acts;
- iii. Keeps abreast with developments in the legal sphere and case law which can have an impact on the policies related to the Department of Contracts;
- iv. Drafts legislations, amendments to legislation and subsidiary legislation, regulations, rules, policies, procedures and carries out legal research as required;
- v. Advices and represents the Department of Contracts and the Director General (Contracts) before the Courts/Tribunals in Malta/Gozo as necessary;
- vi. Works on legal schedules as necessitated by legislation in compliance with guidelines of the Department of Contracts;
- vii. Addresses queries by clients, government entities and members of staff on legislation, and provides regular updates as necessary;
- viii. Assists in audits, investigations and analysis on any case or matter as requested;
- ix. Provides legal and technical guidance to the Director General (Contracts);
- x. Liaises with the Office of the Attorney General/State Advocate, Public Contracts Review Board and other Government Departments as necessary in matters related to the Department;
- xi. Provides training on the legal aspect to members of staff of the Department of Contracts and of other government entities;
- xii. Attends seminars and meetings in Malta and abroad as requested by the Head of Department;
- xiii. Retains confidentiality of all data received and sent;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.