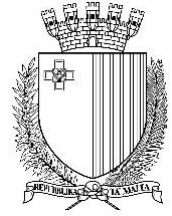


## Anness A

<b>Ministeru</b>	<i>Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni</i>
<b>L-impjeg</b>	<i>Assistant Manager</i>



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' persuna fil-ħatra ta' Assistant Manager (Data Protection) jinkludu li:

- i. Jassisti fil-ġbir ta' data u statistika rilevanti;
- ii. Jirrapporta lis-Senior Legal Officer u/jew lid-Direttur dwar ix-xogħol li jkun twettaq;
- iii. Jassisti lill-manigment fejn jirrigwarda r-regolazzjoni, il-verifika, ir-riċerka u r-rappurtaġġ dwar Data Protection;
- iv. Jassisti lill-manigment fil-proċeduri ta' moniteraġġ li jassiguraw l-osservanza u l-implimentazzjoni tal-provedimenti ta' liġijiet u regolamenti li jirrigwardaw Data Protection;
- v. Jassisti fil-proċess ta' Data Protection skont l-att rispettiv, liġijiet oħra relatati u r-responsabbilta' tad-dipartiment li jirregola;
- vi. Jassisti fil-kompilazzjoni ta' rapporti varji, li jistgħu joriġinaw minn ħtiġijiet interni jew nazzjonali;
- vii. Jassisti fl-ifformular, iż-żamma u l-aġġornament tal-politiki, proċessi u proċeduri kif ikun mitlub jagħmel;
- viii. Jzomm ruħu aġġornat ma' leġiżlazzjoni rilevanti u politiki tal-gvern. Barra dan, isegwi taħriġ kontinwu kif ikun mitlub;
- ix. Jieħu sehem f'konferenzi, workshops u laqgħat fuq regolazzjoni u compliance kif meħtieġ;
- x. Jikkontribwixxi, jaqsam u jimplimenta l-missjoni u l-viżjoni tad-dipartiment;
- xi. Jintegra l-perspettiva tal-generu fi programmi u inizzjattivi tad-Direttorati;
- xii. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

## Annex A

<b>Ministry</b>	<i>Ministry for Education, Sport, Youth, Research and Innovation</i>
<b>Job title</b>	<i>Assistant Manager</i>



### **Duties and responsibilities**

The duties of Assistant Manager (Data Protection) include:

- i. Assisting in the collection and maintenance of relevant data and statistics;
- ii. Reporting to Senior Legal Officer and/or Director on work assignments carried out;
- iii. Assisting the management in the regulation, verification, research and reporting on Data Protection to ensure that the policies and provisions laid down in the Data Protection Act, are adhered to;
- iv. Assisting in the management of the monitoring procedures which ensure compliance and implementation of the provisions of laws and regulations dealing with matters relating to Data Protection;
- v. Assisting in Data Protection processes as set by the respective act, other related legislations and the department's responsibility to regulate;
- vi. Assisting in various publications and reports, which may stem from internal or national requirements;
- vii. Assisting in formulating, maintaining and updating of policies, processes and procedures as required;
- viii. Keeping abreast with relevant legislation and government policies. Also keeping abreast with relevant continuous Professional development as directed;
- ix. Networking with bodies and participating in international conferences, workshops and meetings related to Regulation and Compliance as needed;
- x. Contributing to, sharing and implementing the Department's vision and mission;
- xi. Integrating the gender perspective in programmes and initiatives of the Directorates;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Principal Permanent Secretary.