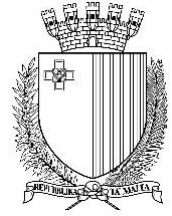


Anness A

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



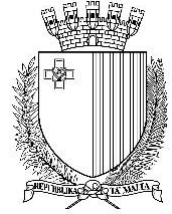
MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Manager I (Data Protection) jinkludu li:

- i. Jiġbor u jzomm data u statistika rilevanti;
- ii. Jirraporta lis-Senior Legal Officer u/jew lid-Direttur dwar ix-xogħol li jkun twettaq;
- iii. Jassisti fir-regolazzjoni, il-verifika, ir-riċerka u r-rappurtaġġ dwar Data Protection sabiex jiżgura li jitharsu l-politiki u l-provvedimenti stipulati fl-Att tad-Data Protection, kif ukoll politiki u provvedimenti oħra tal-MEYR;
- iv. Jassisti fil-proċeduri ta' moniteragġ li jassiguraw l-osservanza u l-implimentazzjoni tal-provvedimenti ta' liġijiet u regolamenti li jirrigwardaw Data Protection;
- v. Jagħti sehmu fil-proċess ta' Data Protection skont l-att rispettiv, liġijiet oħra relatati u r-responsabbiltà tad-dipartiment li jirregola;
- vi. Jikkontribwixxi għal rapporti varji, li jistgħu joriġinaw minn htigijiet interni jew nazzjonali;
- vii. Jagħti sehmu fl-iffomular, 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, jsegwi taħriġ kontinwu kif ikun mitlub;
- ix. Jieħu sehem f'konferenzi, workshops u laqgħat internazzjonali dwar 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 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;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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



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

Duties and responsibilities

The duties of a Manager I (Data Protection) include:

- i. Collecting and maintaining relevant data and statistics;
- ii. Reporting to Senior Legal Officer and/or Director on work assignments carried out;
- iii. Assisting in the regulation, verification, research and reporting on Data Protection to ensure that the policies and provisions laid down in the Data Protection Act, as well as other policies and provisions of MEYR are adhered to;
- iv. Assisting in the monitoring procedures which ensure compliance and implementation of the provisions of laws and regulations dealing with matters relating to Data Protection;
- v. Contributing towards the Data Protection processes as set by the respective act, other related legislations and the department's responsibility to regulate;
- vi. Contributing to the various publications and reports, which may stem from internal or national requirements;
- vii. Contributing towards the 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.