



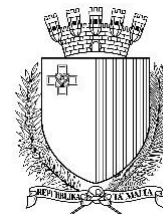
Ministeru	<i>Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni</i>
L-impjieg	<i>Manager II</i>

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

Dmirijiet u responsabbiltajiet

- i. jesegwixxi l-koordinazzjoni tal-Affarijiet Internazzjonali kollha (inklużi dawk fil-livell tal-UE), speċjalment meta l-materji jkunu ta' natura politikament sensittiva jew ta' importanza teknika partikolari, jew it-tnejn li huma;
- ii. jikkollabora mad-Direttorati u l-Entitajiet differenti dwar Affarijiet Internazzjonali u kwistjonijiet relatati mal-UE msemmija għall-attenzjoni tad-Direttur tar-Relazzjonijiet Internazzjonali u l-Implimentazzjoni tal-Programm u tas-Segretarju Permanenti. Dawn imbagħad jiġu miġjuba għall-attenzjoni ta' dawn tal-aħħar wara li jkunu wettqu analiżi bir-reqqa bl-għan li jipprovdu triq 'il quddiem;
- iii. jikkontribwixxi fil-manutenzjoni tad-database li telenka rappreżentazzjoni Ministerjali fil-fora Internazzjonali u tal-UE kollha;
- iv. jiżgura l-applikazzjoni ta' qafas regolatorju b'rabta ma' l-Ivjaġġar bi Dmir. Dan jinvolvi li jiġu vverifikati formoli ta' applikazzjoni individwali fl-istadju preparatorju u l-koordinazzjoni mat-taqsimiet tal-ivvjaġġar rispettivi biex ikun żgurat li d-dettalji pprovduti mill-partecipanti jirriflettu verament in-natura u l-iskop taż-żjara. Fi tmiem iż-żjara, jittiehdu l-passi xierqa biex ikun hemm segwitu xieraq;
- v. janalizza dokumentazzjoni li toriġina minn istituzzjonijiet internazzjonali relatati mal-portafoll tal-Ministeru, inklużi dawk mill-istituzzjonijiet tal-UE, u jipprovdi l-isfond kontestwali lill-uffiċjali tal-ministeru fir-rigward ta' tali dokumentazzjoni;
- vi. jakkumpanja u jirrapreżenta (jekk meħtieġ u xieraq) lid-Direttur għall-Affarijiet Internazzjonali u Implimentazzjoni tal-Programmi u s-Segretarju Permanenti MEYR f'laqgħat lokalment u barra kif xieraq;
- vii. jwettaq ix-xogħol ta' thejjiġa, inkluż il-forniment ta' input, f'relazzjoni għal-laqgħat rilevanti fil-livell internazzjonali, partikolarment dawk fil-livelli varji tal-UE u organizzazzjonijiet internazzjonali. Dan jista' jinkludi s-sorveljanza tat-thejjiġa tal-istruzzjonijiet li għandhom jintbagħtu lill-uffiċjali rispettivi fir-Rappreżentazzjonijiet ta' Malta barra mill-pajjiż;
- viii. jwettaq il-konsolidazzjoni tal-pożizzjoni nazzjonali rilevanti dwar kwistjonijiet internazzjonali b'rabta mal-mekkaniżmi ta' rappurtaġġ;
- ix. jseghi fuq in-nomina ta' esperti / rappreżentanti dwar gruppi ta' ħidma tekniċi varji;
- x. jissorvelja programmi u inizjattivi fi ħdan id-Direttorati u l-Entitajiet tal-Ministeru sabiex tiżgura li l-miri ta' Malta kemm fuq livell ta' l-UE kif ukoll fuq dak internazzjonali kif ukoll dawk tal-Programm Nazzjonali ta' Riforma jintlaħqu b'mod adegwat;
- xi. jaħdem u jseghi kwalunkwe kompitu li jkun meħtieġ biex twassal l-aġenda tas-Segretarju Permanenti;
- xii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Fit-twettiq tal-kompiti elenkati hawn fuq, l-uffiċjal għandha taħdem b'mod diligenti u leali fl-aħjar interessi tal-Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni.



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

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

Duties and responsibilities

- i. executes the coordination of all International Affairs (including those at the EU level), especially when the matters are of a nature which is either politically sensitive or of a particular technical importance, or both;
- ii. collaborates with the different Directorates and Entities on International Affairs and EU related matters referred to the attention of the Director International Relations and Programme Implementation and of the Permanent Secretary. These would then be brought to the attention of the latter after having conducted a thorough analysis with a view to providing a way forward;
- iii. contributes to the maintenance of a database listing Ministerial representation in all International and EU fora;
- iv. ensures the application of a regulatory framework in relation to Duty Travel. This entails vetting individual application forms in the preparatory stage and coordinates with the respective travel sections to make sure that the details provided by the participants truly reflect the nature and purpose of the visit. At the end of the visit, appropriate steps to ensure adequate follow up is duly taken;
- v. analyses documentation originating from international institutions related to the Ministry's portfolio, including those from EU institutions, and provides the contextual background to ministry officials in relation to such documentation;
- vi. accompanies and represents (if necessary and appropriate) the Director International Affairs and Programme Implementation and the Permanent Secretary MEYR in meetings locally and abroad as appropriate;
- vii. performs preparatory work, including the provision of input, in relation to relevant meetings at the international level, particularly those within the various levels of the EU and international organisations. This may include oversees the preparation of instructions to be forwarded to respective officials at Malta's Representations abroad;
- viii. conducts the consolidation of the relevant national position on international issues in relation to reporting mechanisms;
- ix. follow-up on the nomination of experts / representatives on various technical working groups;
- x. monitors programmes and initiatives within the Directorates and Entities of the Ministry in order to ensure that Malta's targets both on an EU and international level as well as those of the National Reform Programme are adequately met;
- xi. work and follow- up on any tasks that are required to deliver the Permanent Secretary's agenda;
- xii. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xiv. any other duties as directed by the Principal Permanent Secretary

In performing the above-listed tasks, the officer shall work diligently and loyally in the best interests of the Ministry for Education, Sport, Youth, Research and Innovation.