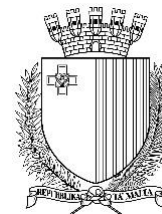


## Anness A

<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>



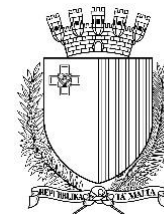
MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,  
IŻ-ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

### Dmirijiet u responsabbiltajiet

- i Jgħin lill-manigment fil-proċess kontinwu ta' reklutaġġ ta' invigilaturi mad-Dipartiment tal-Eżamijiet;
- ii Jiġbor l-informazzjoni kif mitlub u jzomm sistemi ta' data kemm f'format manwali kif ukoll elettroniku;
- iii Jwettaq dmirijiet amministrattivi biex jappoġġja l-operazzjonijiet tal-uffiċċju inklużi l-word processing, il-preżentazzjonijiet, l-iffajljari, l-iskedar ta' appuntamenti u ż-żamma tal-avvenimenti fil-kalendarji;
- iv Ikun responsabbli għall-iżvilupp, il-ġestjoni u/jew it-tlestija tal-kompiti ta' superviżjoni;
- v Jorganizza u jattendi taħriġ ta' invigilazzjoni kif meħtieġ, jieħu attendenza, minuti u jsegwi l-azzjoni;
- vi Responsabbli għall-kiri ta' swali billi jagħti kwotazzjonijiet, jagħmel bookings u xogħol logistiku ieħor;
- vii Jidentifika problemi bil-kwalità tad-dejta u jikkomunika kwistjonijiet hekk kif jinqalgħu u jsegwi l-azzjonijiet li jridu jittieħdu;
- viii Jagħmel użu mis-sistemi tat-Teknoloġija tal-Informazzjoni b'mod partikolari l-Examinations Management System (EMS) u l-Microsoft Office;
- ix Jidentifika titjib tal-proċess għas-simplifikazzjoni u attivitajiet ta' valur miżjud;
- x Jagħmel użu mis-Sistema ta' Ġestjoni tal-Eżamijiet li qed topera fi ħdan il-Ministeru għall-Edukazzjoni, Dipartiment tal-Eżamijiet;
- xi Jiżgura li l-korrispondenza li tkun qed tasal u toħroġ titqassam b'mod effiċjenti u r-rekords tagħha jinżammu u jinżammu b'mod sigur f'konformità mal-Genral Data Protection Regulation (UE) 2016/679 (GDPR) u l-Data Protection (Kap 586);
- xii Jibni u jzomm relazzjonijiet ta' xogħol effettivi mal-partijiet interessati interni u esterni;
- xiii Jirċievi, jorganizza, iqassam u jibgħat question papers u skripts tal-bordijiet tal-eżamijiet rispettivi;
- xiv Jwettaq kull dmir ieħor skond l-esiġenzi tas-Servizz Pubbliku kif ordnat mid-Direttur tal-Eżamijiet;
- xv Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii 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>



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

### Duties and responsibilities

- i. Assists the management in the ongoing process of recruiting invigilators with the Department of Examinations;
- ii. Compiles information as requested and maintains data systems both in manual and electronic format;
- iii. Performs administrative duties to support the office operations including word processing, presentations, filing, scheduling meetings and maintaining events in calendars;
- iv. Be responsible for the development, management and/or completion of invigilation tasks;
- v. Organises and attends invigilation training as required, taking attendance, minutes and following up on action;
- vi. Responsible for hiring of halls by giving quotes, making bookings and other logistical work;
- vii. Identifies problems with data quality and communicates issues as they arise and follows up on actions that need to be taken;
- viii. Makes use of the Information Technology systems in particular Examinations Management System (EMS) and Microsoft Office;
- ix. Identifies process improvements for simplification and added value activities;
- x. Makes use of the Examinations Management System which is in operation within the Ministry for Education, Department of Examinations;
- xi. Ensures that incoming and outgoing correspondence is distributed efficiently and records thereof, are securely kept and maintained in line with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586);
- xii. Builds and maintains effective work relationships with internal and external stakeholders;
- xiii. Receives, organises, distributes and despatches question papers and scripts of the respective examination boards;
- xiv. Performs any other duties according to the exigencies of the Public Service as directed by the Director of Examinations;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvii. Any other duties as directed by the Principal Permanent Secretary