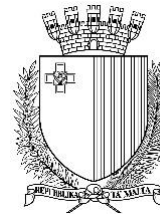


Anness A

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



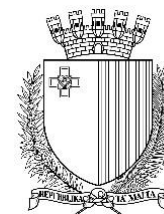
MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i Jappoġġja lid-Direttur Ġenerali (Servizzi Edukattivi) u b'mod partikolari jassisti lid-Direttur (Riżorsi Edukattivi);
- ii Jikkoordina l-proċess li jwassal għall-iżvilupp tal-pjanijiet tar-Riżorsi Umani fi hdan l-istabbilimenti edukattivi;
- iii Jikkoordina l-proċess li jwassal għas-sottomissjoni tal-pjanijiet ta' klassifikazzjoni annwali;
- iv Jalloka persunal li jappartjeni kemm għal gradi edukattivi kif ukoll mhux edukattivi, fil-Primarja, Sekondarja Medja, Post-Sekondarji, Skejjel Vokazzjonali, Resource Centres u Learning Support Centres.
- v Jiffacilita l-provvediment ta' job shadowing/field placements lil min jipprovdi taħriġ inizzjali tal-għalliema.
- vi Iwettaq kull verifika li tista' tkun meħtieġa għall-bżonnijiet kemm ta' gradi edukattivi kif ukoll mhux edukattivi fi hdan l-iskejjel tal-knisja b'kollaborazzjoni mas-Segretarjat għall-Edukazzjoni Kattolika.
- vii Jwettaq kwalunkwe verifika li tista' tkun meħtieġa għall-provvista ta' inklużjoni fis-settur tal-iskejjel indipendenti.
- viii Jappoġġja l-implimentazzjoni tal-Qafas għall-Istrateġija għall-Edukazzjoni (2014/2024) u l-pjanijiet ta' żvilupp tal-iskejjel li jirriżultaw minn dan, billi jikkoordina l-proċess li jwassal għall-kumpilazzjoni ta' pjanijiet ta' capacity building/riżorsi umani;
- ix Jikkoordina l-provvediment ta' mentoring għall-istaff kollha fi stabbilimenti edukattivi;
- x Jidentifika l-bżonnijiet ta' taħriġ ta' staff fi stabbilimenti edukattivi u jaħdem mill-qrib mal-Istitut għall-Edukazzjoni sabiex jiġi żgurat li dawn il-bżonnijiet jiġu indirizzati;
- xi Jikkoordina l-proċess meħtieġ għall-induction xierqa ta' staff ġdid;
- xii Jwettaq dmirijiet manigerjali oħra relatati kif jista' jittqies xieraq biex jiżgura li l-iskejjel ikunu f'pozizzjoni li joffru l-aħjar servizz ta' kwalità possibbli.
- xiii Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

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 Supports the Director General (Educational Services) and in particular assists the Director (Education Resources);
- ii Coordinates the process leading to the development of Human Resources plans within educational establishments;
- iii Coordinates the process leading to the submission of the annual classification plans;
- iv Allocates staff pertaining to both educational and non-educational grades, in Primary, Middle Secondary, Post-Secondary, Vocational Schools, Resource Centres and Learning Support Centres.
- v Facilitates the provision of job shadowing/field placements to initial teacher training providers.
- vi Carries out any verifications that may be required for the needs of both educational and non-educational grades within church schools in collaboration with the Secretariat for Catholic Education.
- vii Carries out any verifications that may be required for inclusion provision within the independent schools' sector.
- viii Supports the implementation of the Framework for the Education Strategy (2014/2024) and the resulting school development plans by coordinating the process leading to the compilation of capacity building/human resources plans.
- ix Coordinates the mentoring provision of all staff in educational establishments;
- x Identifies training needs for staff in educational establishments and liaising with the Institute for Education to ensure that such needs are addressed.
- xi Coordinates the process required for the proper induction of newly recruited staff;
- xii Performs other related managerial duties as may be deemed appropriate to ensure that schools are in a position to offer the best quality service possible.
- xiii Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xv Any other duties as directed by the Principal Permanent Secretary