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| Ministeru | Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR) |
| L-impjieg | Assistant Manager |



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

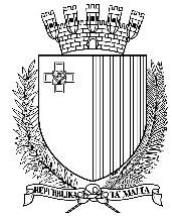
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Manager fl-uffiċċju tas-Segretarju Permanenti jinkludu:

- i. Jassisti fit-tmexxija tal-Ministeru għall-Edukazzjoni, Sport, Żgħażaġh, Riċerka, u Innovazzjoni (MEYR);
- ii. Jipprovdi sapport lis-CIO, lid-Diretturi Ġenerali, d-Diretturi u l-Managers dwar kwistjonijiet kollha relatati ma kwalunkwe kwistjoni fil-kompetenza tal-Iżvilupp tal-Politika u l-Implimentazzjoni tal-Programmi;
- iii. Jassisti fir-riċerka u pariri dwar opportunitajiet ta' Finanzjament Ewropew lil entitajiet li jaqgħu taħt il-portafoll tal-Ministeru u benefiċjarji oħra;
- iv. Jassisti fl-organizzazzjoni tal-Mistoqsijiet Parlamentari li jiriċievi skont id-Direttorat/Dipartiment/Entità u jassisti fit-tqassim kif xieraq għall-abbozzi tat-tweġibiet;
- v. Jassisti fl-organizzazzjoni u monitoraġġ tal-kwalità tat-tweġibiet kollha tal-Mistoqsijiet Parlamentari li jkunu waslu, ikunu korretti filwaqt li jassisti biex dawn jiġu mwieġba fil-ħin;
- vi. Jassisti fit-tweġibiet tal-Mistoqsijiet Parlamentari, billi jassisti fil-verifikazzjoni u biex dawn jaslu fil-ħin fl-uffiċċju tas-Segretarju Permanenti;
- vii. Jassisti fl-ivvetjar ta' kull proċess mgħoddi minn dan l-uffiċċju biex jassisti fl-assigurazzjoni li l-proċessi huma skont ir-regoli tas-Servizz Pubbliku;
- viii. Jassisti fit-teħid tal-minuti waqt il-laqgħat u jassisti fit-tqassim tagħhom lil dawk kollha kkonċernati;
- ix. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- x. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

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| Ministry | Ministry for Education, Sport, Youth, Research and Innovation (MEYR) |
| Job title | Assistant Manager |



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of an Assistant Manager in the office of the Permanent Secretary include:

- i. Assists in the management of the Ministry for Education, Sport, Youth, Research and Innovation (MEYR);
- ii. Provides support to the CIO, Directors General, Directors and Managers on all matters relating to any issues within the remit of the Policy Development and Programme Implementation;
- iii. Assists in research and assists on advice on European Funding opportunities to entities falling under the Ministry's portfolio and other beneficiaries;
- iv. Assists in the organisation of Parliamentary Questions received by Directorate/Department/Entity and assists in the dissemination accordingly for draft replies;
- v. Assists in the organisation and monitoring of all Parliamentary Questions answers received, ensuring that they are correct and assists in answering them in a timely manner;
- vi. Assists in answering Parliamentary Questions by assisting in the verification and that they are submitted on time, to the office of the Permanent Secretary;
- vii. Assists in the vetting of all processes that pass from this office, to assist in the ensuring that all processes are in accordance with the regulations of the Public Service;
- viii. Assists in minute taking during meetings and assists in the disseminating them to all concerned;
- ix. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xi. Any other duties as directed by the Principal Permanent Secretary.