

Anness A

Ministeru	<i>Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni</i>
L-impjeg	<i>Assistant Manager (Project Management)</i>



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

Dmirijiet u responsabbiltajiet

- i. Jassisti fit-tmexxija u l-eżekuzzjoni ġenerali tal-proġetti mwettqa mid-Dipartiment rispettiv;
- ii. Jiżviluppa pjanijiet ta' hidma, inklużi skedi ta' żmien u miri tal-proġetti mwettqa mid-Dipartiment;
- iii. Jiżgura effiċjenza massima fl-eżekuzzjoni b' suċċess ta' proġetti għal standards ta' kwalita' meħtieġa;
- iv. Jidentifika, fuq bażi kontinwa, kwalunkwe kwistjonijiet li jisthoqqlhom l-attenzjoni tassuperjur dirett tiegħu/tagħha u/jew tas-Segretarju Permanenti;
- v. Jipprovdi sapport u pariri lis-senior management u lis-Segretarju Permanenti dwar il-proġetti u l-inizjattivi kollha tal-Ministeru u jagħmel follow-up dwar l-implimentazzjoni ta' proġetti, kif meħtieġ;
- vi. Jiżgura komunikazzjoni effiċjenti mal-partijiet interessati kollha rilevanti u mal-mexxejja tal-proġett u jikkordina u jipparteċipa f'laqgħat regolari kif u meta jkun meħtieġ;
- vii. Jikkoordina u jwettaq xogħol amministrattiv ta' kuljum inkluż il-ġbir ta' informazzjoni minn tekniċi, inginiera, kuntratturi, eċċ. kif jista' jkun meħtieġ, u jassisti fiż-żamma tas-servizzi talmanutenzjoni għal-lifts, bibien tal-ħġieġ u ġeneraturi;
- viii. Iżur is-siti tal-proġetti biex jevalwa l-progress u biex jiċċara kwalunkwe tħassib li jista' jinqala';
- ix. Taħt id-direzzjoni tas-superjur tiegħu/tagħha, jassisti fil-ġabra ta' rapporti ta' kull xahar relatati mal-implimentazzjoni tal-proġetti u jiżgura li l-implimentazzjoni tagħhom tkun skont l-iskedi stabbiliti, u jassisti lis-Senior Manager rispettiv fil-koordinazzjoni tat-tfassil ta' rapporti li jaqgħu taħt il-mandat tad-Dipartiment/Ministeru;
- x. Jassisti fil-produzzjoni, l-evalwazzjoni u tqassim tar-rapporti tal-proġetti, kif meħtieġ u jorganizza, jagħmel filing u jzomm dokumentazzjoni rigward il-proġetti kollha li jkunu għaddejjin;
- xi. Jattendi u/jew jirrapreżenta lid-Dipartiment f' konferenzi, laqgħat, seminars, kumitati u pjattaformi ta' diskussjoni b' rabta ma' proġetti. Jhejji rapporti/komunikazzjonijiet u/jew Instruction Notes meħtieġa u jagħmel follow-up ta' komunikazzjoni kif xieraq, skont l-istruzzjoni tas-Senior Manager/Direttur;
- xii. Jkun involut fil-ħidma tad-Dipartiment jew kwalunkwe Uffiċċju delegat ieħor, u jkollu rwol attiv bħala membru tat-tim, u jzomm librerija aġġornata flimkien ma' katalogu ta' proġetti importanti relatati mad-Dipartiment;
- xiii. Jassisti fil-ħtiġijiet u r-reqwiziti tal-akkwist tad-Dipartiment rispettiv;
- xiv. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-reqwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent;
- xvi. 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>Assistant Manager (Project Management)</i>



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

Duties and responsibilities

- i Assisting the overall management and execution of projects undertaken by the respective Department;
- ii Developing work plans, including timelines and targets of the projects undertaken by the Department;
- iii Ensuring maximum efficiency in the successful execution of projects to required quality standards;
- iv Identifying, on an ongoing basis, any issues which merit the attention of his/her direct superior and/or the Permanent Secretary;
- v Providing support and advice to the senior management and to the Permanent Secretary and all Ministry-wide projects and initiatives, and following up on the implementation of projects as necessary;
- vi Ensuring efficient communication with all relevant stakeholders and with project leaders and coordinate and participate in regular meetings as and when required;
- vii Co-ordinating and executing daily administrative tasks including the gathering of information from technicians, engineers, contractors, etc. as may be required, and assisting in the upkeep of services to lifts, glass doors and generators;
- viii Visiting project sites to evaluate progress and to clarify any concerns that may arise;
- ix Under the direction of his/her superior, assisting in the compilation of monthly reports related to the implementation of projects and ensure that their implementation are according to set schedules, and assisting the respective Senior Manager in coordinating the drawing up of reports falling within the remit of the Department/Ministry;
- x Assisting in the production, evaluation and dissemination of project reports, as necessary, and undertakes organising filing and maintaining documentation regarding all undergoing projects;
- xi Attending and/or representing the Department in conferences, meetings, seminars, committees and discussion platforms in connection with projects. Preparing any required reports/communications and/or Instruction Notes and following-up communication accordingly, under the instruction of the Senior Manager/Director;
- xii Being involved in work of the Department or any other delegated Office, and playing an active role as a team member, and maintaining an up-to-date library and catalogue of important projects related to Department;
- xiii Assisting in the procurement needs and requirements of the respective Department;
- xiv Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xvi Any other duties as directed by the Principal Permanent Secretary.