

Anness A

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjieg	Uffiċjal Edukattiv



MINISTERU GHALL-EDUKAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

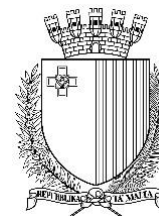
Id-dmirijiet ta' Uffiċjal Edukattiv jinkludu:

- i. jiżgura li jiġiharsu l-policies u l-provvedimenti stipulati fl-Att dwar l-Edukazzjoni, kif ukoll policies u provvedimenti oħra tal-MFED;
- ii. jintegra l-perspettiva tal-generu fi programmi u inizjattivi tad-Direttorati;
- iii. jgħin fit-tnejn ta' estimi finanzjarji u ppjanar ekonomiku;
- iv. jiġbor u jzomm data u statistika rilevanti;
- v. jiġbor, janalizza, jirriċerka u jevalwa data sabiex tintuża biex ikunu ppjanati u mmaniġġjati servizzi, proġetti u sistemi;
- vi. jissostitwixxi l-Assistent Direttur kif meħtieġ;
- vii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- viii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Aktar dettalji dwar ir-rwol ta' EO – SP marbuta mas-sugġett/qasam ta' dan il-post jistgħu jiġu aċċessati mis-sit elettroniku: <http://education.gov.mt/en/Pages/vacancies.aspx>.

Annex A

Ministry	Ministry for Education (MFED)
Job title	Education Officer



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of an Education Officer include:

- i. ensures that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MFED are adhered to;
- ii. integrates the gender perspective in programmes and initiatives of the Directorates;
- iii. assists in the preparation of budgets and business planning;
- iv. collects and maintains relevant data and statistics;
- v. gathers, analyses, researches and evaluates data and uses it to plan and manage services, projects and systems;
- vi. deputises for the Assistant Director as instructed;
- vii. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- viii. any other duties as directed by the Principal Permanent Secretary.

Further details of the role of an EO – SP according to subject/area may be accessed from <http://education.gov.mt/en/Pages/vacancies.aspx>.