

Anness A

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjieg	Manager I



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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Manager I jinkludu li:

- i. Jassisti fit-tnejn ta' estimi finanzjarji u ppjanar ekonomiku;
- ii. Jigbor u jzomm data u statistika rilevanti;
- iii. Jirraporta lis-Senior Manager (Regulatory and Compliance) u/jew lid-Direttur dwar ix-xogħol li jkun twettaq;
- iv. Jassisti u jappoġġa lill-manigment fejn jirrigwarda r-regolazzjoni, il-verifika, ir-riċerka u r-rappurtaġġ dwar is-sistema edukattiva fl-età obligatorja u mhux, fl-istituzzjonijiet edukattivi f'Malta u f'Għawdex sabiex jiżgura li jitharsu l-politiki u l-provvedimenti stipulati fl-Att tal-Edukazzjoni, kif ukoll politiki u provvedimenti oħra tal-MFED;
- v. Jassisti u jappoġġa lill-manigment fil-proċeduri ta' moniteragg li jassiguraw l-osservanza u l-implimentazzjoni tal-provvedimenti ta' ligijiet u regolamenti li jirrigwardaw l-edukazzjoni jew istituzzjonijiet edukattivi;
- vi. Jagħti sehem fil-proċess tal-applikazzjonijiet għall-ħruġ ta' liċenza skont l-att tal-edukazzjoni, ligijiet oħra relatati u r-responsabbiltà tad-dipartiment li jirregola;
- vii. Jikkontribwixxi għal rapporti varji, li jistgħu joriġinaw minn htigijiet interni, nazzjonali jew internazzjonali;
- viii. Jagħti sehem fl-ifformular, iż-żamma u l-aġġornament tal-politiki, proċessi u proċeduri kif ikun mitlub jagħmel;
- ix. Jzomm ruħu aġġornat ma' leġiżlazzjoni rilevanti u politiki tal-gvern. Barra dan, jsegwi taħriġ kontinwu kif ikun mitlub;
- x. Jieħu sehem f'konferenzi, workshops u laqgħat internazzjonali dwar regolazzjoni u compliance kif meħtieġ;
- xi. Jikkontribwixxi, jaqsam u jimplimenta l-missjoni u l-viżjoni tad-dipartiment;
- xii. Jintegra l-perspettiva tal-generu fi programmi u inizzjattivi tad-Direttorati;
- xiii. Jwettaq dmirijiet oħra li jstgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education (MFED)
Job title	Manager I



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of Manager I include:

- i. Assisting in the preparation of budgets and business planning;
- ii. Collecting and maintaining relevant data and statistics;
- iii. Reporting to Senior Manager (Regulatory and Compliance) and/or Director on work assignments carried out;
- iv. Assisting the management in the regulation, verification, research and reporting on pre-compulsory and compulsory education in educational institutions in Malta and Gozo to ensure that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MFED are adhered to ;
- v. Assisting in the management of the monitoring procedures which ensure compliance and implementation of the provisions of laws and regulations dealing with matters relating to education;
- vi. Contributing towards the processing of applications for the issuing of a licence as set by the education act, other related legislations and the department's responsibility to regulate;
- vii. Contributing to the various publications and reports, which may stem from internal, national or international requirements;
- viii. Contributing towards the formulating, maintaining and updating of policies, processes and procedures as required;
- ix. Keeping abreast with relevant legislation and government policies. Also keeping abreast with relevant continuous professional development as directed;
- x. Networking with bodies and participating in international conferences, workshops and meetings related to Regulation and Compliance as needed;
- xi. Contributing to, sharing and implementing the Department's vision and mission;
- xii. Integrating the gender perspective in programmes and initiatives of the Directorates;
- xiii. Undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertaking any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Any other duties as directed by the Principal Permanent Secretary.