

Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjieg	Manager I



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

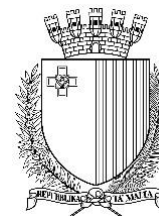
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager I 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, u d-Diretturi 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. Jorganizza il-Mistoqsijiet Parlamentari li tiriċievi skont id-Direttorat/Dipartiment/Entità u jqassam kif xieraq għall-abbozzi tat-tweġibiet;
- v. Jorganizza, jimmonitorja u jiżgura l-kwalità tat-tweġibiet kollha tal-mistoqsijiet parlamentari li jkunu waslu, ikunu korretti filwaqt li jiżgura li dawn jiġu mwieġba fil-ħin;
- vi. Jassisti fit-tweġibiet tal-mistoqsijiet parlamentari, billi jivverifika u jaċċerta li dawn jaslu fil-ħin fl-uffiċċju tas-Segretarju Permanenti;
- vii. Jassisti fl-ivvetjar ta' kull proċess mgħoddi minn dan l-uffiċċju biex jassigura li l-proċessi huma skont ir-regoli tas-Servizz Pubbliku;
- viii. Jassisti fit-teħid tal-minuti waqt il-laqgħat u jqassamhom lil daww 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 kompitu 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

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



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Manager I 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 and Directors 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. Organises Parliamentary Questions received by Directorate/Department/Entity and disseminates accordingly for draft replies;
- v. Organises, monitors and quality assures all Parliamentary Questions answers received, ensuring that they are correct and answered in a timely manner;
- vi. Assists in answering Parliamentary Questions by verifying and ensuring 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 ensure that all processes are in accordance with the regulations of the Public Service;
- viii. Assists in minute taking during meetings and 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.