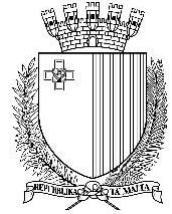


Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġġ, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjeg	Manager I



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT, IŻ-
ŻGHAŻAĠĠ, IR-RIĊERKA U L-INNOVAZZJONI

TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

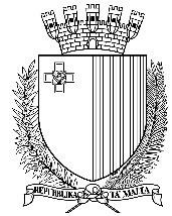
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager I fid-Direttorat għas-Servizzi Nazżjonali ta' Sapport għall-Iskejjejl (NSSS) jinkludu li:

- i. Jkun responsabbli għad-dmirijiet amministrattivi u klerikali relatati mas-servizz ta' gwida tal-karriera;
- ii. Jkun responsabbli għall-pjan ta' hidma tal-Euroguidance mill-proċess tal-grant application, l-implimentazzjoni rispettiva u s-sottomissjoni tar-rapport finali;
- iii. Jkun responsabbli għall-hruġ ta' tenders, sejha għall-kwotazzjonijiet u espressjoni ta' interess kif meħtieġ skont il-proċeduri tal-Euroguidance;
- iv. Jippromwovi u jirrappreżenta Euroguidance Malta f'avvenimenti u attivitajiet nazżjonali;
- v. Jkun responsabbli għall-kwistjonijiet finanzjarji relatati mal-pjan ta' hidma tal-Euroguidance;
- vi. Jkun responsabbli għaż-żamma xierqa tar-rekords u l-iffajljar tad-dokumentazzjoni u r-rekords finanzjarji relatati mal-Euroguidance Malta;
- vii. Jkun responsabbli għall-kitba u l-kumpilazzjoni tar-rapporti relatati mal-Euroguidance kif meħtieġ;
- viii. Jkun responsabbli mill-manigment, l-aġġornament u l-manutenzjoni regolari tal-websajt ta' Euroguidance Malta u l-paġna ta' Facebook ta' Euroguidance Malta inklużi portali oħra tal-midja soċjali;
- ix. Jsegwi regolarment il-korrispondenza tal-Euroguidance (kemm nazżjonali kif ukoll tal-UE/Internazzjonali), u jkun involut f'dmirijiet oħra relatati max-xogħol tal-Euroguidance kif meħtieġ;
- x. Jikkomunika mal-partijiet interessati rilevanti u partijiet terzi kif meħtieġ;
- xi. Jkun kapaċi jaħdem taħt pressjoni u jżomm mad-deadlines, u jkun kapaċi jaħdem f'tim u jikkomunika b'mod effettiv;
- xii. Jkun kapaċi jaħdem fuq inizjattiva tiegħu, u jkun lest li jattendi taħriġ, kif meħtieġ;
- xiii. Jkun responsabbli lejn l-Education Officers (Career Guidance) u d-Direttur, NSSS;
- xiv. Kwalunkwe komputu 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, 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 National School Support Services (NSSS) Directorate include:

- i. Be responsible for the administrative and clerical duties related to the career guidance service;
- ii. Be responsible for the Euroguidance workplan from the process of the grant application, the respective implementation and submitting of the final report;
- iii. Be responsible for the issuing of tenders, call for quotations and expression of interest as required in line with Euroguidance procedures;
- iv. Promote and represent Euroguidance Malta at national events and activities;
- v. Be responsible for the financial matters related to Euroguidance workplan;
- vi. Be responsible for proper record keeping and filing of documentation and financial records related Euroguidance Malta;
- vii. Be responsible for the write up and compilation of reports related to Euroguidance as required;
- viii. Be responsible for the management, regular updating and maintenance of the Euroguidance Malta website and Euroguidance Malta Facebook page including other social media portals;
- ix. Regularly follow Euroguidance correspondence (both national and EU/International), and be involved in other duties related to Euroguidance work as required;
- x. Communicate with relevant stakeholders and third parties as required;
- xi. Be able to work under pressure and keep to deadlines, and be able to work in a team and communicate effectively;
- xii. Be able to work on own initiative, and be willing to attending training, as necessary;
- xiii. Be accountable to the Education Officers (Career Guidance) and the Director, NSSS;
- xiv. Undertakes 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.