

# Anness A



<b>Ministeru</b>	Ministeru għall-Edukazzjoni
<b>L-impjeg</b>	Manager II (Riżorsi Umani)

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

## Dmirijiet u responsabbiltajiet

- i. Jassisti lid-Direttur/l-Assistent Direttur/lis-Senior Manager bil-moniteragg tal-funzjonijiet delegati tal-policies, programmi u prattici kollha tar-riżorsi umani biex jiżgura konformità mal-policies ċentrali mal-ministeru;
- ii. Jassisti fil-ko-ordinament mad-direttorati kollha fil-ministeru biex jevalwa u jirrakkomanda lill-kap tad-direttorat tar-Riżorsi Umani l-bżonnijiet tar-riżorsi umani, pjanijiet ta' suċċessjoni u nuqqasijiet ta' hili;
- iii. Jappoġġa t-titjib tal-prestazzjoni fil-ministeru/dipartiment permezz tal-ippjanar, il-monitoragg u l-evalwazzjoni tar-riżultati filwaqt li jsiru referenzi neċessarji għall-impjegati li jehtiegu gwida filkarriera, pariri jew miżuri korrettivi/dixxiplinarji;
- iv. Jimmaniġġja verifiki kostanti u regolari ta' konformità biex jiġi żgurat li l-policies stabbiliti qed jiġu osservati, u tiġi segwita l-implimentazzjoni f'waqtha tal-miżuri korrettivi meħtieġa;
- v. Jassisti lis-Senior Management fil-kordinazzjoni bejn l-Istrateġija tar-Riżorsi Umani u l-business goals, jikkontribwixxi lejn l-Analiżi tal-Ħtiġijiet ta' Tahriġ u jappoġġja programmi ta' ġestjoni tal-bidla;
- vi. Jimmaniġġja l-kollezzjonijiet ta' data relatata mar-rekords tar-Riżorsi Umani tal-ministeru billi juża s-sistemi standard tad- Dakar HR Corporate Data System għad-dhul ta' data, mistoqsijiet u r-rappurtar;
- vii. Isegwi mal-kapijiet tal-ministeru biex jiżgura l-implimentazzjoni u l-konformità sħiħa tal-valutazzjonijiet ta' prestazzjoni u jieħu l-azzjoni meħtieġa biex jindirizza kull appraisal pendenti biex jiżgura li l-timeframes jiġu osservati strettament;
- viii. Jivverifika li s-sejhiet għall-pubblikazzjoni jiġu sottomessi b'mod korrett u skont it-timeframes meħtieġa, u jimmaniġġja l-funzjonijiet operattivi f'dak li għandu x'jaqsam ma' riżorsi billi jaġġorna r-rekwiżiti tal-impjegati u d-deskrizzjonijiet tal-impjegati għall-postijiet/karigi kollha;
- ix. Jappoġġja u fejn meħtieġ jipparteċipa b'mod attiv fil-ġestjoni ta' relazzjonijiet industrijali fil-ministeru u jhejji d-data/il-hidma finanzjarja kollha meħtieġa f'każ ta' negozjati;
- x. Jipprepara, jaqsam l-informazzjoni u jirreferi lill-IPS impjegati godda li jridu jagħmlu induction course jew impjegati oħra li jehtiegu tahriġ ta' żvilupp wara r-riżultati ta' performance appraisals kif ukoll jikkordina l-orjentazzjoni inter-ministerjali kif meħtieġ;
- xi. Jappoġġja l-Kultura ta' Eċċellenza filwaqt li jassigura komunikazzjoni effettiva fil-livelli kollha;
- xii. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



<b>Ministry</b>	Ministry for Education
<b>Job title</b>	Manager II (Human Resources)

MINISTRY FOR EDUCATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

- i. Supports the Director/Assistant Director/Senior Manager with the monitoring of delegated functions of all human resources policies, programs, and practices to ensure compliance with central policies across the ministry;
- ii. Assists in the liaison with all directorates in the ministry to assess and recommend to the head of the HR directorate the human resources requirements, succession plans and skills gaps;
- iii. Supports the improvement of the performance in the ministry/department through planning, monitoring, and appraising of results whilst making necessary referrals for employees who require career guidance, counselling or corrective/disciplinary measures;
- iv. Manages constant and regular compliance checks to ensure that established policies are being adhered to, and follow up on the timely implementation of corrective measures required;
- v. Supports Senior Management in the alignment between the HR Strategy and business goals, contributes towards the Training Needs Analysis and supports change management programmes;
- vi. Manages the collations of data related to human resources records of the ministry by utilising the standard Dakar HR Corporate data systems for data entry, enquiry and reporting;
- vii. Follows up with the heads of the ministry to ensure implementation and full compliance of performance appraisals and takes the necessary action to address any pending appraisals to ensure that timeframes are strictly adhered to;
- viii. Verifies that calls for publication are submitted correctly and according to required timeframes, and manages operational functions in relation to resourcing by updating job requirements and job descriptions for all posts/positions;
- ix. Supports and if necessary actively participates in the management of harmonious industrial relations in the ministry and prepares all the required data/financial workings in case of negotiations;
- x. Prepares, shares data and refers to the IPS all new employees who have to undergo induction or other employees who require development following results of performance appraisals as well as coordinates the inter ministry orientation as necessary;
- xi. Supports the Culture of Excellence whilst ensuring effective communication at all levels;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.