

Anness A

Ministeru	<i>Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni</i>
L-impjeg	<i>Manager II</i>



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

Dmirijiet u responsabbiltajiet

- i. Iwettaq analiżi tar-riċerka fuq oqsma ta' riċerka identifikati mill-manigment tal-Ministeru u kwalunkwe Uffiċċju delegat iehor fi żmien stipulat;
- ii. Jiżgura li tmexxija tal-Ministeru tinzamm aġġornata bl-aktar riċerka u data aġġornata disponibbli;
- iii. Jissorvelja u ssegwi r-riċerka kompletata biex tipprovdi analiżi tar-riżultati u l-kontribut tagħha lejn is-servizzi;
- iv. Jaġixxi bħala kollegament mad-Dipartimenti/Ministeri tal-Gvern biex jiġbor l-oqsma ta' riċerka effettivi meħtieġa;
- v. Jikkoordina u jivverifika l-produzzjoni, il-preżentazzjoni, l-evalwazzjoni u t-tixrid tar-rapporti tar-riċerka;
- vi. Ixerred il-konklużjonijiet tar-riċerka, l-analiżi tas-sejbiet, u jagħmel disponibbli tali informazzjoni għal kulhadd partijiet interessati interessati;
- vii. Jiżgura li jkun hemm livell għoli ta' komunikazzjoni mad-Direttorati tal-Ministeru, id-Dipartimenti tal-Linja u l-Entitajiet biex jinżammu infurmati dwar żviluppi ta' politika rilevanti f'oqsma speċifiċi ta' politika fi ħdan il-kompetenza tal-portafoll tal-Ministeru, u jipprovdi l-appoġġ meħtieġ;
- viii. Jikkoordina l-proċess ta' konsultazzjoni meħtieġ biex jiġu abbozzati dokumenti ta' pożizzjoni nazzjonali li għandhom jintużaw waqt laqgħat lokali u internazzjonali, inkluża l-koordinazzjoni ta' laqgħat u netwerks ta' konsultazzjoni fuq livell nazzjonali, Ewropew u internazzjonali, u li jintlaħqu skadenzi stretti għat-tnejn u l-għoti tar-rispons meħtieġ;
- ix. Jiżgura l-ġbir ta' ġurnali u pubblikazzjonijiet rilevanti, u jipproduċi sommarji ta' artikli magħżula għal użu intern fi ħdan il-Ministeru jew kwalunkwe Uffiċċju delegat iehor kif meħtieġ;
- x. Ikun involut fil-hidma tal-persunal maniġerjali tal-Ministeru u jkollu rwol attiv bħala membru tat-tim;
- xi. Jippartecipa fil-fora ta' konsultazzjoni u informazzjoni rilevanti;
- xii. Jikkoordina xogħol ta' riċerka biex tidentifika opportunitajiet ta' Finanzjament tal-UE għal proġetti korporattivi;
- xiii. Jmexxi proġetti ta' riċerka;
- xiv. Jiġbor data u informazzjoni primarji u sekondarji;
- xv. Jattendi u jirrappreżenta lill-Ministeru f'konferenzi, laqgħat u seminars nazzjonali jew barra minn Malta kif jista' jkun meħtieġ;
- xvi. Jorganizza librerija u katalgu, u tagħmel aċċessibbli elettronikament u/jew f'format karta, letteratura/ karti ta' politika/Direttivi/dokumenti tal-UE rilevanti lokali u internazzjonali ppubblikati/dokumenti eċċ. li jappartjenu għall-oqsma ta' interess għal dan il-Ministeru;
- xvii. Kwalunkwe komputu iehor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xviii. Jwettaq dmirijiet ohra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam iehor kif ikkonfermat mis-Segretarju Permanenti;
- xix. Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Education, Sport, Youth, Research and Innovation</i>
Job title	<i>Manager II</i>



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

- i. Carries out research analysis on research areas identified by Ministry's management and any other delegated Office within set timeframes;
- ii. Ensures that the Ministry's Management is kept updated with the most up-to-date research and data available;
- iii. Monitors and follow up on completed research to provide analysis of the outcomes and its contribution towards the services;
- iv. Acts as liaison with Government Departments/Ministries to collate required effective research areas;
- v. Coordinates and vet the production, presentation, evaluation and dissemination of research reports;
- vi. Disseminates the research conclusions, analysis of findings, and making available such information to all interested stakeholders;
- vii. Ensures that there is a high level of communication with Ministry Directorates, Line Departments and Entities to keep them informed about relevant policy developments in specific policy areas within the remit of the Ministry's portfolio, and provide the necessary support;
- viii. Coordinates the consultation process required to draft national position papers to be used during local and international meetings, including the coordination of consultation meetings and networks on a national, European and international level, and meeting tight deadlines to the preparation and provision of the necessary feedback;
- ix. Ensures the collection of relevant journals and publications, and producing summaries of selected articles for internal use within the Ministry or any other delegated Office as required;
- x. Be involved in the work of the Ministry's management staff and playing an active role as a team member;
- xi. Participate in the relevant consultation and information fora;
- xii. Coordinates research work to identify EU Funding opportunities for corporate projects;
- xiii. Manages research projects;
- xiv. Collects primary and secondary data and information;
- xv. Attends and represent the Ministry in conferences, meetings and seminars nationally or abroad as maybe required;
- xvi. Organise a library and a catalogue, and making accessible electronically and/or in a paper format, relevant local and internationally published literature/ policy papers / EU Directives/documents etc. pertaining to the areas of interest to this Ministry;
- xvii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xviii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xix. Any other duties as directed by the Principal Permanent Secretary.