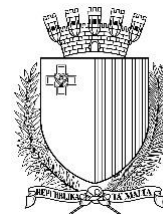




Ministeru	<i>Ministeru għall-Edukazzjoni</i>
L-impjeg	<i>Manager II (Project Management)</i>

Dmirijiet u responsabbiltajiet

- i Jagħmel monitoraġġ, jevalwa u ssegwi l-implimentazzjoni effettiva ta' proġetti/inizjattivi identifikati inkluż l-analiżi tad-dokumentazzjoni li toriġina minn istituzzjonijiet internazzjonali relatati mal-portafoll tal-Ministeru sorveljati mid-Direttorat għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi skont pjanijiet ta' azzjoni stabbiliti;
- ii Jwassal l-implimentazzjoni ta' proġetti/inizjattivi meħuda mid-Direttorat għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi kif assesnjati mid-Direttur għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi, kif ikun meħtieġ;
- iii Jippjana biex jissorvelja r-rizorsi meħtieġa għall-implimentazzjoni effettiva ta' proġetti/inizjattivi meħuda mid-Direttorat għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi, kif jista' jkun meħtieġ, u l-gabra ta' informazzjoni għall-Ministeru, skont il-ħtieġa;
- iv Jattendi u jikkordina laqgħat ta' progress mad-Direttur għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi u/jew il-Kap tas-Sezzjoni biex tiżgura li l-pjanijiet tax-xogħol u l-iskedi huma mħarsa inkluż li ssegwi ftehim bilaterali/multilaterali;
- v Iżzomm id- Direttur għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi u/ jew il-Kap tas-Sezzjoni aġġornat dwar żviluppi li jkunu għaddejnin fir-rigward tal-aspett tal-implimentazzjoni tal-proġetti/inizjattivi msemmija;
- vi Jwettaq eżerċizzji komprensivi ta' konsultazzjoni intersettorali biex jibni pożizzjonijiet konsolidati u rilevanti għall-MFED;
- vii Jassisti fil-kordinament ta' kompiti fost l-istaff fi hdan Direttorat għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi, inkluż kontribuzzjoni f'ministeri oħra jew għal kwalunkwe talba oħra ad hoc kif ordnat mid-Direttur għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi u/jew il-Kap tas-Sezzjoni;
- viii Jagħmel monitoraġġ tax-xogħlijiet assenjati biex jiġi żgurat li l-ħidmiet mitluba jitwettqu skont l-istandards meħtieġa u jitlestew fiż-żmien miftiehem;
- ix Jipprepara u jfassal d-dokumenti kollha meħtieġa sabiex jaqdi d-dmirijiet tiegħu inkluż użda mhux limitat ma' dokumenti neċessarji għall-ġestjoni tal-proġetti;
- x Iżomm database kif meħtieġ għaż-żamma tad-data fir-rigward tal-proġetti u l-immamiġġjar finanzjarju tagħhom;
- xi Jwettaq dmirijiet oħra kif jidhrilha li hu xieraq mis-Segretarju Permanenti MFED u/jew id-Direttur għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi u/jew ir-rappreżentant tagħhom;
- xii kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanent;
- xiv kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Ministry	<i>Ministry for Education</i>
Job title	<i>Manager II (Project Management)</i>

Duties and responsibilities

- i Monitors, evaluates and follow up on the effective implementation of identified projects/initiatives including analyses of documentation originating from international institutions related to Ministry's portfolio overseen by the International Affairs and Programme Implementation Directorate in accordance with set action plans;
- ii Leads the implementation of projects/initiatives undertaken by the International Affairs and Programme Implementation as assigned by the Director International Affairs and Programme Implementation as may be required;
- iii Plans to oversee resources required for the effective implementation of projects/initiatives undertaken by the International Affairs and Programme Implementation Directorate, as may be required including compilation of briefs for the Ministry, as needed;
- iv Attends and coordinates progress meetings with the Director International Affairs and Programme Implementation and/or the Head of the Unit to ensure that work plans and schedules are adhered to including follow-ups on bi-lateral/multi-lateral agreements;
- v Keeps the Director International Affairs and Programme Implementation and/or the Head of the Unit abreast of ongoing developments with regards to the implementation aspect of the said projects/initiatives;
- vi Conducts comprehensive inter-sectoral consultation exercises to construct consolidated and relevant positions for MFED;
- vii Assists in the coordination of tasks amongst staff within the International Affairs and Programme Implementation Directorate including input to other Ministries or any other ad hoc requests as directed by the Director International Affairs and Programme Implementation and/or the Head of the Unit;
- viii Monitors the assigned works to ensure that the requested tasks are carried out to the required standards and completed within the agreed time frames;
- ix Compiles and drafts all documents as necessary for the correct execution of tasks including but not limited to documents necessary for project implementation;
- x Maintains a database as required with a view of storing data in relation to projects and their financial management;
- xi Performs other duties as may deemed appropriate by the Permanent Secretary MFED, Director International Affairs and Programme Implementation and/or their representative;
- xii undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xiv any other duties as directed by the Principal Permanent Secretary.