

# Anness A

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjieg	Manager II



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

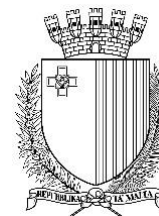
## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II jinkludu:

- i. jassisti s-sezzjoni fejn hu assenjat fl-implimentazzjoni f'waqtha tal-bbagitjar, miżuri ta' simplifikazzjoni addizzjonali u KPIs;
- ii. jipparteċipa kif meħtieġ fit-tnejn tal-Business Plans, Stimi u Rapporti Annwali u jiżgura li l-Legizlazzjoni tad-Data Protection u FOI jkunu osservati;
- iii. jassisti fir-revedar ta' sistemi u proċeduri, fil-monitoraġġ tal-implimentazzjoni tal-istrategġija, politiki, proġetti u miżuri kollha fi ħdan s-sezzjoni;
- iv. jikkoordina lill-istaff, u jimmaniġġja l-prestazzjoni tagħhom, billi jfassal pjanijiet ta' prestazzjoni personali magħhom, jevalwa l-prestazzjoni tagħhom, jipprovdi feedback regolari, u jindika oqsma għal titjib;
- v. jimmaniġġja l-implimentazzjoni effettiva fl-azzjonijiet tal-Proġetti tal-EU u proġetti oħra;
- vi. jipprepara progress u kwalunkwe' rapport ieħor relatat mal-Proġetti tal-EU jew proġetti oħra kif meħtieġ, u l-uploading ta' informazzjoni fuq il-website tal-Proġetti/i;
- vii. jamministra l-informazzjoni kollha dwar l-implimentazzjoni ta' kwalunkwe' proġett u jassigura li l-azzjoni kollha meħtieġa tittieħed f'waqtha;
- viii. jiddokumenta u jirraporta l-attivitajiet kollha, li jinkludu kitba u gabra ta' dokumenti li jservu bħala l-bażi għal immaniġjar finanzjarju tajjeb;
- ix. jipparteċipa f'laqgħat tal-Kumitat ta' Moniteraġġ, tas-Sotto-kumitat Settorjali, u laqgħat bilaterali kif mitlub/mistenni;
- x. jwettaq dmirijiet oħra kif mitlub mill-Project Leader jew il-line Manager jew mis-Segretarju Permanenti tal-Ministeru għall-Edukazzjoni;
- xi. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

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



MINISTRY FOR EDUCATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

The duties of a Manager II include:

- i. assisting the Unit assigned to in the timely implementation of budgeting, simplification additional measures and KPIs;
- ii. participating as necessary in the preparation of Business Plans, Estimates and Annual Reports and ensuring that Data Protection legislation and FOI are adhered to;
- iii. assisting in the revision of systems and procedures and in monitoring the implementation of all strategies, policies, projects and measures within the Unit;
- iv. managing the effective implementation of EU Projects and other project actions;
- v. coordinate staff, and manage their performance, by drawing up performance plans with them, evaluating their performance, providing regular feedback, and pointing out areas for improvement;
- vi. preparing progress and any other EU projects or other projects related reports as required, and uploading of information on the Project/s websites;
- vii. management of all the relative information on implementation of any project and assurance that all action required is taken in a timely manner;
- viii. recording of all pertinent activities, including compiling adequate records which should serve as a basis for sound financial management;
- ix. participation in the relevant Monitoring Committees, Sectoral Sub-Committees and bilateral meetings whenever applicable and required;
- x. carrying out other duties as may be determined by the Project Leader or the line Manager or the Permanent Secretary of the Ministry for Education;
- xi. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xii. any other duties as directed by the Principal Permanent Secretary.