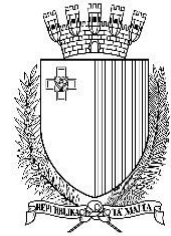


Anness A



Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MEDS)
L-impjeg	Part-time Project Assistant (eTwinning)

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

Dmirijiet u responsabbiltajiet

- i. Jieħu ħsieb emails u korrispondenza;
- ii. Iwieġeb mistoqsijiet mill-iskejjel relatati ma' eTwinning;
- iii. Jipprovdi żamma tal-kotba u proċeduri bażiċi ta' kontabilità bħar-rikonċiljazzjoni bankarja;
- iv. Jipprepara depożiti tal-bank u pagamenti;
- v. Jagħmel transazzjonijiet bl-internet banking;
- vi. Jibbukja titjiriet, trasferimenti u postijiet, eċċ.;
- vii. Jagħmel xogħol ingenerali marbut ma' uffiċju;
- viii. Jieħu ħsieb l-ordnijiet ta' stationery/supplies (eTwinning gadgets);
- ix. Jassisti fl-organizzazzjoni u l-loġistika ta' workshops, avvenimenti u seminars ta' żvilupp professjonali;
- x. Kumpilazzjoni ta' data u użu ta' spreadsheets;
- xi. Kwalunkwe dmir ieħor relatat, li jista' jkun hemm minn żmien għal żmien skont l-istruzzjonijiet tal-koordinatur tal-eTwinning;
- xii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport (MEDS)
Job title	Part-time Project Assistant (eTwinning)



MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

- i. Dealing with emails and correspondence;
- ii. Responding to enquiries from schools related to eTwinning;
- iii. Providing book-keeping and basic accounting procedures such as bank reconciliation;
- iv. Prepare bank deposits and payments;
- v. Performs transactions through internet banking;
- vi. Booking of flights, transfers, venues, etc.;
- vii. Performs general office related duties;
- viii. Ordering of stationery/supplies (eTwinning gadgets);
- ix. Assisting in the organisation and logistics of professional development workshops, events and seminars;
- x. Compiling of data and using spreadsheets;
- xi. Any other related duties, which may arise from time to time as instructed by the eTwinning coordinator;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.