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| Ministeru | Ministeru għall-Edukazzjoni u l-Isport |
| L-impjieg | Project Officer |



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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Project Officer fil-proġett LLAPSI+ (MT/2016/AMIF/4.01) fi ħdan il-Ministeru għall-Edukazzjoni u l-Isport jinkludu li:

- i. jassisti fl-immaniġġjar ta' implimentazzjoni effettiv fl-azzjonijiet tal-Proġett;
- ii. jassisti fl-iżvilupp ta' pjanijiet ta' xogħol, li jinkludu t-tqassim tal-kompiti, skadenzi, monitoraġġ tal-progress tal-Proġett;
- iii. jassisti fil-preparazzjoni tal-progress u kwalunkwe rapport ieħor relatat mal-Proġett kif meħtieġ, u uploading ta' informazzjoni fuq il-website tal-Proġett;
- iv. jassisti fl-amministrazzjoni ta' l-informazzjoni kollha dwar l-implimentazzjoni tal-proġett LLAPSI+ (MT/2016/AMIF/4.01) u jassigura li l-azzjoni kollha meħtieġa tittiehed f'waqtha;
- v. jiddokumenta u jirraporta l-attivitajiet kollha, li jinkludu kitba u ġabra ta' dokumenti li jservu bħala l-bażi għal immaniġġjar finanzjarju tajjeb;
- vi. taħt id-direzzjoni tal-Leader u Amministrazzjoni tal-Proġett, jorganizza u jippartecipa fil-laqgħat rilevanti kull meta jkun applikabbli u meħtieġ;
- vii. jassisti fil-kumpilazzjoni tat-talba għall-kwotazzjonijiet, dokumenti ta' Tenders u proċessi ta' għażla u kwalunkwe' xogħol ieħor relatat;
- viii. jikkoordina ma' entitajiet konċernati rilevanti, dipartimenti u taqsimiet għall-tmexxija bla xkiel fl-attivitajiet tal-Proġett;
- ix. jzomm id-dokumentazzjoni kollha meħtieġa għall-Proġett kif ukoll uploading tad-dokumentazzjoni meħtieġa fuq il-Management Information System, u jassigura l-manteniment tajjeb tal-Project Files;
- x. jwettaq dmirijiet oħra kif mitlub mill-Project Leader jew mis-Segretarju Permanenti tal-Ministeru għall-Edukazzjoni u l-Isport;
- xi. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

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| Ministry | Ministry for Education and Sport |
| Job title | Project Officer |



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

Duties and responsibilities

The duties of Project Officer for the project LLAPSI+ (MT/2016/AMIF/4.01) in the Ministry for Education and Sport include:

- i. assist in the managing of effective implementation of Project actions;
- ii. assist in the development of work plans, including setting tasks, deadlines and monitoring progress of the Project;
- iii. assist in the preparation of progress and any other Project related reports as required, and uploading of information on the Project websites;
- iv. assist in the management of all the relative information on implementation of the project LLAPSI+ (MT/2016/AMIF/4.01) and assurance that all action required is taken in a timely manner;
- v. recording of all pertinent activities, including compiling adequate records which should serve as a basis for sound financial management;
- vi. under the direction of the Project Leader and Administration, organise and participate in the relevant meetings whenever applicable and required;
- vii. assisting in the compilation of request for quotations, tender documents and selection processes and any other related duties;
- viii. liaising with the relevant stakeholders, departments and sections for the smooth running of the Project activities;
- ix. maintaining all the necessary documentation for the Project as well as uploading the necessary documentation on the Management Information System, and ensuring an optimal upkeep of Project Files;
- x. carrying out other duties as may be determined by the Project Leader or the Permanent Secretary of the Ministry for Education and Sport;
- xi. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. any other duties, as directed by the Principal Permanent Secretary.