

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

Ministeru	<i>Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni</i>
L-impjieg	<i>Project Officer</i>

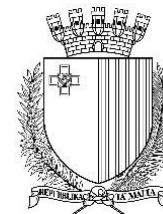
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Project Officer għall-proġetti tal-UE (EPALE u UE Agenda għat-Tagħlim għall-Adulti) jinkludu li:

- i. jassisti fit-tmexxija ta' implimentazzjoni effettiva ta' azzjonijiet ta' proġetti b'rabta ma' proġetti ta' edukazzjoni għall-adulti inkluż l-EPALE u l-UE Agenda għat-Tagħlim għall-Adulti;
- ii. jassisti fl-iżvilupp ta' pjanijiet ta' xogħol, inkluż l-iffissar ta' kompiti, l-iskadenzi u l-monitoraġġ tal-progress tal-proġett;
- iii. jassisti fit-tnejn tal-progress u kwalunkwe rapport ieħor relatat mal-proġett kif meħtieġ, u ttella' informazzjoni fuq il-websajts u l-pjattaformi tal-proġett;
- iv. jassisti fit-tmexxija tal-informazzjoni relattiva kollha dwar l-implimentazzjoni tal-proġetti tal-UE u jiżgura li l-azzjoni kollha meħtieġa tittiehed fil-ħin;
- v. jirrekordja l-attivitajiet pertinenti kollha, inkluż il-ġabra ta' rekords adegwati li għandhom iservu ta' bażi għal ġestjoni finanzjarja tajba;
- vi. taħt id-direzzjoni tal-Maniġer tal-Proġett, jorganizza u jipparteċipa fil-laqgħat rilevanti kull meta applikabbli u meħtieġ;
- vii. jassisti fil-kumpilazzjoni tat-talba għall-kwotazzjonijiet, id-dokumenti tat-tenders u l-proċessi tal-għażla u kwalunkwe dmir ieħor relatat;
- viii. jikkoordina mal-partijiet interessati, dipartimenti u sezzjonijiet rilevanti għat-tmexxija tajba tal-attivitajiet tal-Proġett;
- ix. jzomm id-dokumentazzjoni kollha meħtieġa għall-proġett kif ukoll ittella' d-dokumentazzjoni meħtieġa u jiżgura l-manutenzjoni tal-fajls tal-proġett bl-aħjar mod;
- x. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xi. jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Education, Sport, Youth, Research and Innovation</i>
Job title	<i>Project Officer</i>



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

Duties and responsibilities

The duties of Project Officer for the EU projects (EPALE and EU Agenda for Adult Learning) include:

- i. assist in the managing of effective implementation of project actions in relation to adult education projects including the EPALE and EU Agenda for Adult Learning;
- 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 and platforms;
- iv. assist in the management of all the relative information on implementation of the EU projects 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 Manager, 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 and ensuring an optimal upkeep of project files;
- x. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xi. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xii. any other duties as directed by the Principal Permanent Secretary.