

Anness A

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



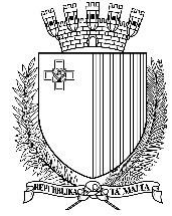
MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,
IŻ-ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jmexxi, jikkoordina u jwettaq dmirijiet bhala Project Leader fir-rigward tal-Contracting Authority, il-formulazzjoni ta' strategiji u programmar u l-funzjonijiet ta' evalwazzjoni u kontroll finanzjarju għall-European Structural Funds (ESF) u fondi oħra f'konformità mal-fondi nazzjonali u tal-UE regoli applikabbli;
- ii. Jmexxi u jidhol f'formulazzjoni ta' strategija rilevanti, żvilupp ta' pjanijiet strateġiċi u operazzjonali u programmar relatat, disinn ta' Operational Programmes xierqa u dokumenti oħra għal One-Tablet-Per-Child (OTPC) bil-hsieb ta' implimentazzjoni effettiva;
- iii. Jmexxi l-implimentazzjoni tal-OTPC, il-pjanijiet, l-iskemi ta' finanzjament u s-sostenibbiltà tal-proġett;
- iv. Jmexxi l-valutazzjoni teknika, l-implimentazzjoni u r-rakkomandazzjonijiet rilevanti dwar programmi ffinanzjati mill-UE u ffinanzjati lokali jew programme indicators;
- v. Jmexxi attivitajiet ta' evalwazzjoni għall-programm/i strateġiċi u/jew operattivi rispettivi inkluż il-monitoraġġ tal-kisbiet (indicators) għal proġetti approvati u l-koordinazzjoni tal-kontroll finanzjarju;
- vi. Jipprovdi inputs tekniċi u politiċi filwaqt li jipprepara memoranda, dokumenti u briefs relatati max-xogħol tal-OTPC;
- vii. Jipprovdi manigiment u tmexxija effettiva lill-staff taħt superviżjoni;
- viii. Jimmaniġġja l-informazzjoni relattiva kollha dwar l-implimentazzjoni u l-elementi finanzjarji tal-proġett u assigurazzjoni li l-azzjonijiet kollha meħtieġa jittiehdu fil-ħin;
- ix. Jmexxi, jikkoordina u jwettaq l-proċess tal-procurement relatat mal-OTPC;
- x. Jikkontribwixxi għall-isforz tad-Direttorat pertinenti biex jiżgura koordinazzjoni b'saħħitha bejn l-aġenziji dwar kwistjonijiet relatati mal-OTPC;
- xi. Jikkoordina ma' Ministeri u dipartimenti tal-Gvern, awtoritajiet, aġenziji u korpi oħra f'Malta u barra minn Malta kif meħtieġ;
- xii. Jappoġġja lid-Direttur Ġenerali u d-Direttur pertinenti fit-tmexxija ġenerali tad-Diviżjoni u li jikkollabora ma' uffiċjali oħra biex jiżguraw koordinazzjoni u sinerġija massima;
- xiii. Jikkoordina, imexxi u jipparteċipa fil-laqgħat u s-segwitu kif meħtieġ;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Jwettaq dmirijiet oħra li jistgħu jiġu agġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvi. 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>Senior Manager</i>



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

Duties and responsibilities

- i. Leads, coordinates and carries out duties as the Project Leader in relation to the Contracting Authority, the formulation of strategies and programming and the evaluation and financial control functions for the European Structural Funds (ESF) and other funds in line with the applicable national and EU rules;
- ii. Leads and engages in relevant strategy formulation, development of strategic and operational plans and related programming, the design of appropriate Operational Programmes and other documents for One-Tablet-Per-Child (OTPC) with a view to effective implementation;
- iii. Leads the implementation of OTPC, plans, funding schemes and sustainability of the project;
- iv. Leads the technical assessment, implementation and relevant recommendations concerning EU funded and local funded related plan or programme indicators;
- v. Leads evaluation activities for the respective strategic and/or operational programme/s including monitoring of achievements (indicators) for projects approved and coordinating financial control;
- vi. Provides technical and policy inputs and prepares memoranda, documents and briefs related to the work of OTPC;
- vii. Provides effective management and leadership to staff under supervision;
- viii. Manage all the relative information on implementation and financial elements of the project and assurance that all actions required are taken in a timely manner;
- ix. Lead, coordinate and conduct the procurement process related to OTPC;
- x. Contributes to the pertinent Directorate's effort in ensuring strong interagency coordination on issues relating to OTPC;
- xi. Liaises with Government Ministries and departments, authorities, agencies and other bodies in Malta and abroad as necessary;
- xii. Supports the pertinent Director General and Director in the overall management of the Division and liaising with other officers to ensure maximum coordination and synergy;
- xiii. Coordinates, leads and participates in meetings and follow-up as necessary;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary.