

Anness A

Ministeru	Ministeru għall-Edukazzjoni u x-Xogħol (MEDE)
L-impjeg	Senior Manager (International Affairs)



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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Senior Manager (International Affairs) jinkludu li:

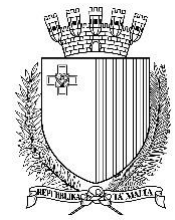
- i. jissorvelja l-koordinazzjoni tal-Affarjiet Internazzjonali kollha (inkluzi dawk fil-livell tal-UE), speċjalment meta l-materji jkunu ta' natura politikament sensittiva jew ta' 'mportanza teknika partikolari, jew it-tnejn li huma;
- ii. jikkollabora mad-Direttorati u l-Entitajiet differenti dwar Affarjiet Internazzjonali u kwistjonijiet relatati mal-UE msemmija għall-attenzjoni tad-Direttur tar-Relazzjonijiet Internazzjonali u l-Implimentazzjoni tal-Programm u tas-Segretarju Permanenti. Dawn imbagħad jiġu miġjuba għall-attenzjoni ta' dawn tal-aħħar wara li jkunu wettqu analiżi bir-reqqa bl-għan li jipprovdu triq 'il quddiem;
- iii. jikkoordina l-manutenzjoni tad-database li telenka rappreżentazzjoni Ministerjali fil-fora Internazzjonali u tal-UE kollha;
- iv. jiżgura l-applikazzjoni ta' qafas regolatorju b'rabta ma' l-Ivjaġġar bi Dmir. Dan jinvolvi li jiġu vverifikati formoli ta' applikazzjoni individwali fl-istadju preparatorju u l-koordinazzjoni mat-taqsimiet tal-ivvjaġġar rispettivi biex ikun żgurat li d-dettalji pprovduti mill-partecipanti jirriflettu verament in-natura u l-iskop taż-żjara. Fi tmiem iż-żjara, jittiehdu l-passi xierqa biex ikun hemm segwitu xieraq;
- v. janalizza dokumentazzjoni li toriġina minn istituzzjonijiet internazzjonali relatati mal-portafoll tal-Ministeru, inkluzi dawk mill-istituzzjonijiet tal-UE, u jipprovdi l-isfond kontestwali lill-uffiċjali tal-ministeru fir-rigward ta' tali dokumentazzjoni;
- vi. jirrapreżenta lid-Direttur tar-Relazzjonijiet Internazzjonali u l-Implimentazzjoni tal-Programm u s-Segretarju Permanenti MEDE f'laqgħat lokalment u barra kif xieraq;
- vii. jikkoordina ix-xogħol ta' thejjija, inkluz il-forniment ta' input, f'relazzjoni għal-laqgħat rilevanti fil-livell internazzjonali, partikolarment dawk fil-livelli varji tal-UE u organizzazzjonijiet internazzjonali. Dan jista' jinkludi s-sorveljanza tat-thejjija tal-istruzzjonijiet li għandhom jintbagħtu lill-uffiċjali rispettivi fir-Rappreżentazzjonijiet ta' Malta barra mill-pajjiż;
- viii. jwettaq il-konsolidazzjoni tal-pożizzjoni nazzjonali rilevanti dwar kwistjonijiet internazzjonali b'rabta mal-mekkaniżmi ta' rappurtaġġ;
- ix. jagħti pariri dwar in-nomina ta' esperti / rappreżentanti dwar gruppi ta' hidma tekniċi varji;

- x. jissorvelja programmi u inizjattivi fi ħdan id-Direttorati u l-Entitajiet tal-Ministeru għall-Edukazzjoni u x-Xogħol sabiex tiżgura li l-miri ta' Malta kemm fuq livell ta' l-UE kif ukoll fuq dak internazzjonali kif ukoll dawk tal-Programm Nazzjonali ta' Riforma jintlaħqu b'mod adegwat;
- xi. jiddelega lil kwalunkwe impjegat kif identifikat mid-Direttur tar-Relazzjonijiet Internazzjonali u l-Implimentazzjoni tal-Programm u s-Segretarju Permanenti, kwalunkwe kompitu li jkun meħtieġ biex twassal l-aġenda tas-Segretarju Permanenti;
- xii. jagħmel kwalunkwe dmir ieħor skond kif meqjus neċessarju mid-Direttur tar-Relazzjonijiet Internazzjonali u l-Implimentazzjoni tal-Programm u s-Segretarju Permanenti MEDE;
- xiii. persuna fil-pożizzjoni ta' Senior Manager (International Affairs) għandu jwettaq ukoll dawk il-kompiti l-oħra hekk kif hi / hija tista', minn żmien għal żmien, tkun diretta u istruwita mis-Segretarju Permanenti fil-Ministeru għall-Edukazzjoni u x-Xogħol; u
- xiv. dmirijiet oħra, skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mgħotija mis-Segretarju Permanenti Ewlieni.

Fit-twettiq tal-kompiti elenkati hawn fuq, l-uffiċjal għandha taħdem b'mod diligenti u leali fl-aħjar interessi tal-Ministeru għall-Edukazzjoni u x-Xogħol.

Annex A

Ministry	Ministry for Education and Employment (MEDE)
Job title	Senior Manager (International Affairs)



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

Duties and responsibilities

The duties of Senior Manager (International Affairs) include:

- i. overseeing the coordination of all International Affairs (including those at the EU level), especially when the matters are of a nature which is either politically sensitive or of a particular technical importance, or both;
- ii. liaising with the different Directorates and Entities on International Affairs and EU related matters referred to the attention of the Director International Relations and Programme Implementation and of the Permanent Secretary. These would then be brought to the attention of the latter after having conducted a thorough analysis with a view to providing a way forward;
- iii. coordinating the maintenance of a database listing Ministerial representation in all International and EU fora;
- iv. ensuring the application of a regulatory framework in relation to Duty Travel. This entails vetting individual application forms in the preparatory stage and coordinating with the respective travel sections to make sure that the details provided by the participants truly reflect the nature and purpose of the visit. At the end of the visit, appropriate steps to ensure adequate follow up is duly taken;
- v. analysing documentation originating from international institutions related to the Ministry's portfolio, including those from EU institutions, and providing the contextual background to ministry officials in relation to such documentation;
- vi. representing the Director International Relations and Programme Implementation and the Permanent Secretary MEDE in meetings locally and abroad as appropriate;
- vii. coordinating preparatory work, including the provision of input, in relation to relevant meetings at the international level, particularly those within the various levels of the EU and international organisations. This may include overseeing the preparation of instructions to be forwarded to respective officials at Malta's Representations abroad;
- viii. conducting the consolidation of the relevant national position on international issues in relation to reporting mechanisms;
- ix. advising as to the nomination of experts / representatives on various technical working groups;
- x. overseeing programmes and initiatives within the Directorates and Entities of the Ministry of Education and Employment in order to ensure that Malta's targets both on an EU and international level as well as those of the National Reform Programme are adequately met;

- xi. delegating to any employee as identified by the Director International Relations and Programme Implementation and the Permanent Secretary, any tasks that are required to deliver the Permanent Secretary's agenda;
- xii. undertaking any other duties as deemed necessary by the Director International Relations and Programme Implementation and the Permanent Secretary MEDE;
- xiii. the Senior Manager (International Affairs) shall also carry out such other tasks as she/he may, from time to time, be directed and instructed by the Permanent Secretary in the Ministry of Education and Employment; and
- xiv. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

In performing the above-listed tasks, the officer shall work diligently and loyally in the best interests of the Ministry of Education and Employment.