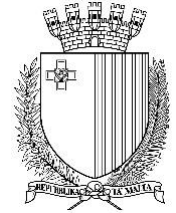


Anness A



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

Ministeru	Ministeru għall-Edukazzjoni (MFED)
L-impjeg	Senior Manager (Project Management)

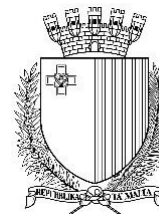
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-hatra ta' Senior Manager (Project Management) jinkludu li:

- i. jikkoordina, jikkoopera u jissorvelja l-operat tas-Sezzjoni/Direttorat/Dipartiment assenjat lilu, primarjament billi jistabbilixxi u jimplimenta sistemi amministrattivi, proċeduri u politiki u jissorvelja kwalunkwe proġett amministrattiv kif jista' jkun meħtieġ;
- ii. jipprovdi tmexxija lill-istaff tas-Sezzjoni/Direttorat/Dipartiment u jmexxi l-prestazzjoni tagħhom, parzjalment billi bi qbil magħhom, isir ftehim fuq pjanijiet ta' prestazzjoni personali, jevalwa l-presetazzjoni tagħhom, jipprovdi feedback regolari u jindika l-oqsma li jrid issir titjib fihom;
- iii. joħloq u jirrevedi sistemi u proċeduri billi janalizza prattiċi operattivi u jżzomm it-tmexxija tax-xogħol amministrattiv billi jistabbilixxi u jirrifirma proċeduri amministrattivi rilevanti għas-Sezzjoni assenjat lilu;
- iv. jistudja l-użu tar-rizorsi, inkluż ir-rizorsi umani, t-teknoloġija u r-rizorsi infrastrutturali oħra u jiżviluppa rizorsi umani fi hdan is-Sezzjoni billi jidentifika opportunitajiet għat-taħriġ u kowċing;
- v. jsolvi problemi amministrattivi billi janalizza informazzjoni, jidentifika u jikkomunika soluzzjonijiet, jirriċerka u jiżviluppa servizzi ġodda, jistabbilixxi prijoritajiet u jssolvi kwalunkwe sitwazzjonijiet problematiċi li jistgħu jiltaqgħu magħhom;
- vi. jipprovdi informazzjoni billi jwieġeb mistoqsijiet u talbiet relatati max-xogħol amministrattiv tas-Sezzjoni;
- vii. jżomm il-kontinwità tal-operat tax-xogħol billi jiddokumenta u jikkomunika l-azzjonijiet meħtieġa lill-manigiment, jidentifika irregolaritajiet, jiddetermina htigijiet kontinwi u jara li d-deadlines jinżammu;
- viii. jiggwida l-azzjonijiet tal-impjegati billi jirriċerka, jiżviluppa, jikteb u jaġġorna policies, proċeduri, metodi u linji gwida amministrattivi flimkien mal-manigiment;
- ix. jassisti fl-ewalwazzjoni tad-dejta u fit-thejjija ta' rapporti;
- x. jassisti fil-process ta' tendering u procurement;
- xi. jattendi kull taħriġ rilevanti kif assenjat mid-Direttur jew mis-Segretarju Permanenti MFED;
- xii. jlesti proġetti amministrattivi li jistgħu jinkludu proġetti tal-EU, kif jista' jkun meħtieġ;
- xiii. jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

- xiv. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Ministry	Ministry for Education (MFED)
Job title	Senior Manager (Project Management)

Duties and responsibilities

The duties of Senior Manager (Project Management) include:

- i. co-ordinate, liaise and oversee the operations of the Unit/Directorate/Department assigned to, primarily by establishing and implementing administrative systems, procedures and policies and monitoring any administrative projects as may be required;
- ii. provide leadership to the staff of the Unit/Directorate/Department and manage their performance, in part by agreeing personal performance plans with them, evaluating their performance, providing regular feedback, and pointing out areas for improvement;
- iii. create and revise systems and procedures by analyzing operating practices and maintain the administrative workflow by establishing and reforming administrative procedures relevant to the Unit assigned to;
- iv. study utilization of resources, including human resources, technology and other infrastructural resources and develop human resources within the Unit by identifying opportunities for training and coaching;
- v. resolve administrative problems by analyzing information, identify and communicate solutions, research and develop new services, set priorities, and resolve any problematic situations which may be encountered;
- vi. provide information by answering questions and requests related to the administrative work of the Unit;
- vii. maintain continuity of work operations by documenting and communicating required actions to management, identifying irregularities, determining continuing needs and ensure deadlines are kept;
- viii. guide employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines in liaison with management;
- ix. assist in the compilation of data and report writing;
- x. assist in the tendering and procurement processes;
- xi. attends any relevant training as assigned by the Director or the Permanent Secretary MFED;
- xii. complete administrative projects which may include EU projects, as may be required;

- xiii. undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. undertaking any other tasks, which the superior may delegate to him/her, as may be required;
and
- xv. any other duties as directed by the Principal Permanent Secretary.