

Anness A

Ministeru	<i>Ministeru għall-Edukazzjoni u x-Xogħol</i>
L-impjieg	<i>Uffiċjal Edukattiv</i>



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

Dmirijiet u responsabbiltajiet

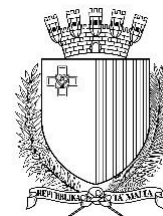
Id-dmirijiet ta' Uffiċjal Edukattiv jinkludu:

- i. jiżgura li jitharsu l-policies u l-provvedimenti stipulati fl-Att dwar l-Edukazzjoni, kif ukoll policies u provvedimenti oħra tal-MEDE;
- ii. jintegra l-perspettiva tal-generu fi programmi u inizjattivi tad-Direttorati;
- iii. jagħti għajnuna fit-tnejn ta' estimi finanzjarji u ppjanar ekonomiku;
- iv. jiġbor u jzomm data u statistika rilevanti;
- v. jiġbor, janalizza, jirriċerka u jevalwa data sabiex tintuża biex ikunu ppjanati u mmanigġjati servizzi, proġetti u sistemi;
- vi. jissostitwixxi l-Assistent Direttur kif meħtieġ;
- vii. jwettaq kull dmir ieħor kompatibbli mal-kariga ta' Uffiċjal Edukattiv fil-MEDE;
- viii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- ix. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Aktar dettalji dwar ir-rwol ta' Uffiċjal Edukattiv (Service Provision) – Education Resources jistgħu jiġu aċċessati mis-sit elettroniku: <http://education.gov.mt/en/Pages/vacancies.aspx>.

Annex A

Ministry	<i>Ministry for Education and Employment</i>
Job title	<i>Education Officer</i>



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

Duties and responsibilities

The duties of an Education Officer include:

- i. ensures that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MEDE are adhered to;
- ii. integrates the gender perspective in programmes and initiatives of the Directorates;
- iii. assists in the preparation of budgets and business planning;
- iv. collects and maintains relevant data and statistics;
- v. gathers, analyses, researches and evaluates data and uses it to plan and manages services, projects and systems;
- vi. deputises for the Assistant Director as instructed;
- vii. any other duty compatible with the post of Education Officer within MEDE;
- viii. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- ix. any other duties as directed by the Principal Permanent Secretary.

Further details of the role of an Education Officer (Service Provision) – Education Resources may be accessed from <http://education.gov.mt/en/Pages/vacancies.aspx> .