



Ministeru	<i>Ministeru għall-Edukazzjoni u x-Xogħol</i>
L-impjieg	<i>Manager II (Project Management)</i>

Dmirijiet u responsabbiltajiet

- i. taħt id-direzzjoni tal-Project Leader u/jew Kap tal-Scholarships Unit, jiżviluppa pjanijiet ta' xogħol li jinkludu t-tqassim tal-kompiti, skadenzi, monitoraġġ u rappurtaġġ tal-progress tal-proġett;
- ii. jipprepara rapporti dwar il-progress tal-proġett u rapporti oħra relatati, skont kif ikun mitlub;
- iii. jimmaniġġja l-implimentazzjoni effettiva tal-proġett u xogħol ieħor assenjat lilu;
- iv. jikkoordina mal-Project Leader u/jew Kap tal-Scholarships Unit, u mal-Bord tal-Għażla tal-iskema speċifika tal-ischolarships fejn jirrigwarda l-proċess ta' għażla kif ikun mitlub;
- v. jassenja responsabbiltajiet lill-istaff klerikali u jissorvelja t-taħriġ u x-xogħol tagħhom;
- vi. jikkoordina x-xogħol amministrattiv neċessarju li hu relatat mal-proġett;
- vii. jikkoordina azzjoni reċiproka bejn l-applikant u l-iskular ma' l-iskema tal-ischolarships u sservi ta' intermedjarju bejn l-istakeholders kollha;
- viii. jikkoordina attivitajiet promozzjonali u jipproduċi materjal informattiv;
- ix. jorganizza u jippartecipa fil-laqgħat, bħal laqgħat dwar l-istatus tal-iskema, laqgħat tat-tim u laqgħat tal-Bord tal-iskema speċifiċi tal-ischolarships;
- x. jiehu l-minuti tal-laqgħat u li jwettaq xogħol ta' rappurtaġġ;
- xi. jżzomm id-dokumentazzjoni kollha neċessarja, inkluż dokumenti ta' xiri u fatturi; inputjar ta' dawn id-dokumenti fid-Database tal-Fondi Strutturali u l-manteniment tajjeb tal-Project files;
- xii. jimmonitorja l-infiq, l-iskedi tal-ħin u l-kwalita' tax-xogħol li jkun qiegħed isir;
- xiii. jivverifika x-xogħol li jkun sar mal-fatturi li jkunu sottomessi u jawtorizza l-ħlas;
- xiv. jkun disponibbli għal laqgħat, awditjar tal-FSE u monitoraġġ fuq is-sit tul il-perjodu stipulat tal-kuntratt;
- xv. jaħdem f'kuntatt mal-Line Ministry;
- xvi. jimmaniġġja l-aspetti ta' kuljum tal-operat tal-proġett skont il-manwal tal-proċeduri maħruġ mill-Awtorità Maniġerjali fil-Ministeru għall-Affarijiet Ewropej u twettiq tal-Manifest Elettorali;
- xvii. jagħmel xogħol ieħor li l-Project Leader u/jew Kap tal-Scholarships Unit, jista' jiddelegalu, biex l-iskema titmexxa b'mod effettiv;
- xviii. jirraporta lil u jesegwixxi dak kollu li jista' jirriżulta minn dan il-proġett kif ikun mitlub mill-Project Leader u/jew Kap tal-Scholarships Unit, u mill-Awtorità Maniġerjali fil-Ministeru għall-Affarijiet Ewropej u twettiq tal-Manifest Elettorali;
- xix. jippartecipa f'konferenzi u taħriġ f'Malta u barra minn Malta (Persuna magħzula li ssifer biex jagħmel korsijiet, tintrabat bil-kundizzjonijiet rilevanti skont in Manual of staff Development in Public Administration);
- xx. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ
- xxi. kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Education and Employment</i>
Job title	<i>Manager II (Project Management)</i>



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

Duties and responsibilities

- i. under the direction of the Project Leader and/or Head of Scholarships Unit, develops work plans including setting tasks, deadlines, and monitors and summarises progress of the project;
- ii. prepares progress and any other project related reports as required;
- iii. manages the effective implementation of the projects and tasks assigned;
- iv. coordinates with the Project Leader and/or Head of Scholarships Unit and the specific Scholarships Board with regards to the selection process where required;
- v. assigns responsibilities to clerical support staff and oversees their training and work;
- vi. coordinates the necessary administrative work in relation to the project;
- vii. coordinates applicant and scholar interaction with the specific Scholarship scheme and liaises between all the stakeholders;
- viii. coordinates promotional activities and produce information materials;
- ix. organises and participates in meetings such as scheme status meetings, team meetings and specific Scholarship Board meetings;
- x. takes minutes and carry out reporting functions;
- xi. maintains all the necessary documentation, including purchase documents and invoices, the inputting of these documents in the Structural Funds Database, and the upkeep of the Project files;
- xii. monitors the costs, time schedule and quality of the work being carried out;
- xiii. verifies work carried out against invoices submitted and authorise payments;
- xiv. be available for meetings, ESF audits, and on-the-spot checks during the specified contract period;
- xv. works in liaison with the Line Ministry;
- xvi. manages the day-to-day operational aspects of the project as per Manual of Procedures issued by the Managing Authority within the Ministry for European Affairs and Implementation of the Electoral Manifesto;
- xvii. undertakes any other tasks, which the Project Leader and/or Head of Scholarships Unit may delegate to him, as may be required for the effective running of the Scheme;
- xviii. reports to and executing all deliverables of this project as requested by the Project Leader and/or Head of Scholarships Unit and the Managing Authority within the Ministry for European Affairs and Implementation of the Electoral Manifesto;
- xix. participates in training and conferences locally and abroad (A selected applicant proceeding abroad to follow courses will be bound by the relevant conditions laid down in the Manual on Staff Development in Public Administration);
- xx. undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xxi. any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.