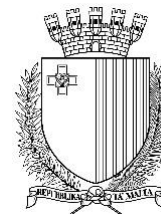


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| <b>Ministeru</b> | <i>Ministeru għall-Edukazzjoni u x-Xoġhol</i> |
| <b>L-impjeg</b>  | <i>Senior Manager (Project Management)</i>    |

**Dmirijiet u responsabbiltajiet**

- i. jamministra d-diversi skemi ta' boroż ta' studju fi hdan l-Scholarships Unit;
- ii. jappoġġja u jgħin fit-tnejn tal business plan u r-rapport annwali ta' MEDE;
- iii. jikkoordina u jhejji d-diversi skemi flimkien mal-Head;
- iv. jikkoordina l-implimentazzjoni ta'proġetti tal-ESF relatati ma' skemi ta' boroż ta' studju;
- v. jikkoordina l-kollazzjoni tal-informazzjoni meħtieġa u jwettaq riċerka fir-rigward ta' dawk li jinghataw il-boroż ta' studju;
- vi. jiżgura li l-politiki, is-sistemi, il-proċeduri u l-istandards ta' boroż ta' studju meħtieġa mis-Segretarju Permanenti huma riflessi fl-arranġamenti tal-MEDE stess;
- vii. jissorvelja u jamministra l-linji tal-baġit tal-Ministeru u jipprovdi appoġġ u assistenza lill- Financial Controllers fil-MEDE, u l- EU Funds Management tal-Ministeru għall-Finanzi;
- viii. jipprovdi appoġġ lid-diversi kunitati / gruppi ta'hidma mwaqqfa mid-Direttorat tal- Programme Implementation, u l-Planning and Priorities Coordination Division fil-każ tal-Proġetti tal-ESF;
- ix. jipprovdi appoġġ amministrattiv lill-National Audit Office u lill-Internal Audit and Investigations Directorate matul l-inkarigi perjodiċi tagħhom, u jimmonitorja r-reviżjonijiet li jwasslu għall-implimentazzjoni tar-rakkomandazzjonijiet tal-awditjar;
- x. jżomm kuntatt mal-istudenti li għandhom boroż ta' studju matul il-programm ta' studji tagħhom;
- xi. jżomm kuntatt mal-Universitajiet, Fakultajiet u Registraturi fejn l-istudenti li għandhom boroż ta' studju qegħdin jsegwu l-programmi ta' studju tagħhom;
- xii. jabbozza, jissorvelja u jittraċċa fuq obbligi kuntrattwali tal-istudenti li għandhom boroż ta' studju;
- xiii. jipromwovi skemi ta' boroż ta' studju;
- xiv. jagħmel reviżjonijiet ta'skemi ta' boroż ta' studju, regolamenti u ftehim;
- xv. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi. kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku kif ordnat mis-Segretarju Permanenti Ewlieni.



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

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

### **Duties and responsibilities**

- i. administers the various scholarship schemes within the Scholarships Unit;
- ii. supports and assists in the preparation of MEDE's business plan and annual report;
- iii. coordinates and prepares the various schemes in liaison with the Head;
- iv. coordinates the implementation of ESF projects related to scholarship schemes;
- v. coordinates the collation of the necessary information and carries out research in relation to scholarship awardees;
- vi. ensures that throughout, the scholarship policies, systems, procedures and standards required by the Permanent Secretary are reflected in MEDE's own arrangements;
- vii. monitors and manages the budget lines of the Ministry and provides support and assistance to the Financial Controllers throughout MEDE, and EU Funds Management of the Ministry for Finance;
- viii. provides support to the various committees/working groups set up by the Programme Implementation Directorate, and the Planning and Priorities Coordination Division in the case of ESF Projects;
- ix. provides administrative support to the National Audit Office and the Internal Audit and Investigations Directorate during their periodical assignments, and monitors reviews leading to the implementation of audit recommendations;
- x. maintains contact with scholarship students throughout their programme of studies;
- xi. maintains contact with Universities, Faculties and Registrars where scholarship students are follows their programmes of studies;
- xii. drafts, oversees and arbitrate on contractual obligations of scholarship students;
- xiii. promotes scholarship schemes;
- xiv. reviews of scholarship schemes, regulations and agreements;
- xv. undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xvi. any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.