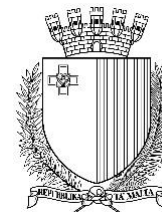


Ministeru	<i>Ministeru għall-Edukazzjoni</i>
L-impjeg	<i>Manager I (Project Management)</i>

Dmirijiet u responsabbiltajiet

- i. Jikkoordina u jappoġġa l-operazzjonijiet ta' kuljum tad-Dipartiment/Direttorat b' mod effiċjenti u effettiv;
- ii. Jiffacilita l-koordinazzjoni ta' proġetti u jissorvelja l-eżekuzzjoni u t-tweġġ tagħhom fil-hin;
- iii. Jikkoordina u jassisti fl-ippjanar, l-organizzazzjoni u l-prijoritizzazzjoni tal-kompiti u l-monitoraġġ tal-eżekuzzjoni tagħhom;
- iv. Jikkolabora u jikkoordina ma' entitajiet u dipartimenti oħra fil-ġestjoni ta' proġetti u jiżgura li dawn ikunu konformi ma' Legiżlazzjoni u Politiki xierqa;
- v. Jikkompila rapporti perjodiċi, kif ukoll kwalunkwe dejta oħra meħtieġa;
- vi. Jassisti fil-kolazzjoni u l-formulazzjoni ta' Pjanijiet Kummerċjali u Finanzjarji;
- vii. Jassisti l-manigment fil-koordinazzjoni ta' laqgħat ma' stakeholders;
- viii. Iwettaq analiżi u evalwazzjoni tal-proġetti u jhejji rapporti dwar il-progress tal-proġetti;
- ix. Jipprovdi l-ippjanar u l-appoġġ meħtieġ, jipprezenta b' mod preċiżil-hidma tad-Dipartiment u jikkordina mal-parijiet interessati kollha involuti;
- x. Jattendi u jipparteċipa f' laqgħat f' isem l-amministrazzjoni tal-proġetti li jaqgħu taħt ir-responsabilita tal-Ministeru;
- xi. Jifforma parti attiva minn tim multidixxiplinarju inkarigat bl-implimentazzjoni ta' proġetti assenjati lill-Ministeru;
- xii. Jiżgura li l-proġetti jitwettqu skont id-disinn/tqassim miftiehem u fi hdan il-baġit stabbilit minn qabel;
- xiii. Jiżgura li x-xogħlijiet jitwettqu skont l-istandards meħtieġa u jitlestew fil-perjodi ta' żmien stipulat;
- xiv. Jipprovdi appoġġ u sinrgija fix-xogħol fi hdan id-Dipartiment/Direttorat b' analiżi, pariri u rakomandazzjonijiet inkwiżittivi dwar kwistjonijiet assoċjati mal-operazzjonijiet u l-proċessi ta' hidma tal-Uffiċċju;
- xv. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Ministry	<i>Ministry for Education</i>
Job title	<i>Manager I (Project Management)</i>

Duties and responsibilities

- i. Coordinates and supports the day-to-day operations of the Department/Directorate efficiently and in an effective manner ;
- ii. Facilitates the co-ordination of projects and monitors their execution and timely delivery;
- iii. Co-ordinates and assists in the planning, organisation and prioritisation of tasks and monitors their execution;
- iv. Liaises and coordinates with other entities and departments in the management of projects and ensure that these are in line with appropriate Legislation and Policies;
- v. Compiles periodical reports, as well as any other data required;
- vi. Assists in the collation and formulation of Business & Financial Plans;
- vii. Assists management in the co-ordination of meetings with stakeholders;
- viii. Carries out analysis and evaluation of projects and prepares project progress reports;
- ix. Provides the necessary planning and support, accurately present the Department's work and coordinates with all stakeholders involved ;
- x. Attends and participates in meetings on behalf of management about projects that fall within the remit of the Ministry;
- xi. Forms an active part of a multi-disciplinary team entrusted with the implementation of projects assigned to the Ministry;
- xii. Ensures that the projects are carried out according to the agreed design/layouts and within the preestablished budget;
- xiii. Ensures that works are carried out to the required standards and completed within the set timeframes;
- xiv. Provides support and synergy in the work within the Department/Directorate with inquisitive analysis, advice and recommendation on matters associated with the Office's operations and work processes ;
- xv. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xvi. Any other duties, as directed by the Principal Permanent Secretary.