

Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni (MEYR)
L-impjieg	Manager II



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT, IŻ-
ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II fl-uffiċċju tas-Segretarju Permanenti jinkludu:

- i. Jipprovdi għajnuna fit-tmexxija tal-Ministeru għall-Edukazzjoni, Sport, Żgħażaġh, Riċerka, u Innovazzjoni (MEYR);
- ii. Jagħti sapport lis-CIO, lid-Diretturi Ġenerali, u d-Diretturi dwar kwistjonijiet kollha relatati ma kwalunkwe kwistjoni fil-kompetenza tal-Iżvilupp tal-Politika u l-Implimentazzjoni tal-Programmi;
- iii. Jagħti sapport fir-riċerka u pariri dwar opportunitajiet ta' Finanzjament Ewropew lil entitajiet li jaqgħu taħt il-portafoll tal-Ministeru u benefiċjarji oħra;
- iv. Jgħin fl-implimentazzjoni xierqa ta' proġetti u skemi li jaqgħu fil-portafoll tal-Ministeru;
- v. Jgħin fl-implimentazzjoni xierqa ta' proġetti li jaqgħu taħt il-mandat tal-Ministeru jew proġetti appoġġjati mill-Ministeru;
- vi. Jgħin fl-ivvetjar ta' kull proċess mgħoddi minn dan l-uffiċċju biex tassigura li l-proċessi huma skont ir-regoli tas-Servizz Pubbliku;
- vii. Jgħin fl-ivvetjar tar-rapporti li jkunu s-sottomessi, filwaqt li javża ukoll lill-Mexxejja tal-Proġetti jekk l-implimentazzjoni tal-proġett jaqa' lura.
- viii. Jgħin lill-Mexxejja tal-Proġetti matul l-istadji kollha tal-implimentazzjoni tal-proġett, jiġifieri l-istadju tal-applikazzjoni, l-procurement, il-ħlasijiet u l-għeluq;
- ix. Jassisti fit-teħid tal-minuti waqt il-laqgħat u jqassamhom lil dawk kollha kkonċernati;
- x. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Manager II



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Manager II in the office of the Permanent Secretary include:

- i. Provides assistance in the management of the Ministry for Education, Sport, Youth, Research and Innovation (MEYR);
- ii. Supports the CIO, Directors General and Directors on all matters relating to any issues within the remit of the Policy Development and Programme Implementation;
- iii. Supports in research and assists on advice on European Funding opportunities to entities falling under the Ministry's portfolio and other beneficiaries;
- iv. Supports in the proper implementation of projects and schemes falling within the ministry's portfolio;
- v. Supports in the the proper implementation of projects falling under the ministry's remit or projects supported by the Ministry;
- vi. Assists in the vetting of all processes that pass from this office, to ensure that all processes are in accordance with the regulations of the Public Service;
- vii. Assists in the vetting of reports submitted, whilst also alert Project Leaders if project implementation falls behind schedule.
- viii. Assists Project Leaders during all stages of the project implementation that is application, procurement, payments and closure stage;
- ix. Assists in minute taking during meetings and disseminating them to all concerned;
- x. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xii. Any other duties as directed by the Principal Permanent Secretary.