

# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni u x-Xogħol (MEDE)
<b>L-impjieg</b>	Senior Manager (Compliance)



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

## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-hatra ta' Senior Manager (Compliance) jinkludu li:

- i. jikkoordina mal-PS, MEDE u l-Kumitat tal-MEDE Audit biex jipprovdi pjan ta' hidma ta' audit interna annwali li jidentifika l-kategoriji kollha ta' riskju b'importanza partikolari fuq oqsma ta' riskju għoli u jissorvelja proċessi, operazzjonijiet u proċeduri f'dawn l-oqsma. Is-Segretarju Permanenti jew id-delegat tiegħu għandu jzomm id-dritt li jistabbilixxi prijoritajiet u li jassenja investigazzjonijiet ad hoc;
- ii. jiżviluppa u jidderiegi Unità ta' Audit Interna effiċjenti u effettiva fil-Ministeru għall-Edukazzjoni u x-Xogħol li jwettaq finanzjarji interni, compliance, assigurazzjoni, proċess u prestazzjoni tal-auditing għall-Ministeru għall-Edukazzjoni u x-Xogħol u entitajiet magħżula li jaqgħu taħt ir-responsabbiltà tiegħu u jiżgura li bil-miktub politiki u proċeduri huma kkomunikati bejn dawn l-organizzazzjonijiet;
- iii. jipprepara Rapport tal-Audit Intern annwali li jinkludi rakkomandazzjonijiet fuq management strategies ta' riskju li jindirizzaw oqsma tar-riskju identifikati fl-audits interni u jsegwi l-implimentazzjoni tar-rakkomandazzjonijiet tal-audits interni inkluż kwalunkwe ksur tal-compliance;
- iv. jivvaluta adegwatezza tal-proċessi flimkien mal-effikaċja tal-mekkanizmi ta' kontroll adottati mid-dipartimenti tal-MEDE biex jiżgura li l-politiki, il-proċeduri u l-kontrolli interni stabbiliti jintlaħqu u jintlaħaq l-għan/għanijiet relevanti;
- v. jeżamina r-rekords u jgħin fit-titjib tal-proċessi interni bħal operazzjonijiet, kontrolli interni, risk management u governanza;
- vi. jippromwovi programmi ta' taħriġ għall-immaniġġjar senior tal-ministeru u kapijiet oħra tad-dipartiment dwar l-iżvilupp u l-implimentazzjoni ta' programmi ta' compliance, kwistjonijiet ta' compliance, dokumentazzjoni ta' sistemi u attivitajiet ta' compliance, eċċ .;
- vii. jissorvelja mill-qrib u regolarment mekkanizmi ta' kontroll intern u l-approċċi tar-risk management adottati mill-amministrazzjoni u jiżgura compliance;
- viii. jissorvelja l-istandards ta' compliance ma' aġenziji nazzjonali ta' compliance u organizzazzjonijiet regolatorji;
- ix. jissottometti preżentazzjonijiet dwar audits u follow-ups kif mitlub;
- x. jservi bħala il-punt fokali għall-MEDE dwar il-protezzjoni tad-dejta;
- xi. jwettaq dmirijiet oħra skont struzzjonijiet mogħtija mis-Segretarju Permanenti, MEDE; u
- xii. jwettaq dmirijiet oħra skont l-esiġenti tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Education and Employment (MEDE)
<b>Job title</b>	Senior Manager (Compliance)



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

## Duties and responsibilities

The duties of Senior Manager (Compliance) include:

- i. coordinate PS, MEDE and the MEDE Audit Committee to provide a yearly internal audit work plan that will identify all categories of risk with particular importance on areas of high risk and oversee processes, operations and procedures in these areas. The Permanent Secretary or his delegate shall retain the right to establish priorities and to assign ad hoc investigations;
- ii. develop and direct an efficient and effective Internal Audit Unit in the Ministry for Education and Employment that will carry out internal financial, compliance, assurance, process and performance auditing for the Ministry for Education and Employment and selected entities within its remit and ensure that written policies and procedures are communicated across these organizations;
- iii. prepare an annual Internal Audit Report including recommendations on risk management strategies which address risk areas identified in the internal audits and follow up the implementation of the recommendations of internal audits including any compliance violations;
- iv. assess adequacy of the processes together with the effectiveness of control mechanisms adopted by MEDE departments to ensure that established policies, procedures and internal controls are adhered to and achieve the relevant objective/s;
- v. examine records and help improve internal processes such as operations, internal controls, risk management and governance;
- vi. promote training programmes for senior ministry management and other department heads on the development and implementation of compliance programmes, compliance issues, documentation of systems and of compliance activities, etc.;
- vii. monitor closely and regularly internal control mechanisms and risk management approaches adopted by management and ensure compliance;
- viii. oversee compliance standards with national compliance agencies and regulatory organizations;
- ix. submit presentations on audits and follow-ups as requested;
- x. serve as the focal point for MEDE on data protection;
- xi. carry out any other work as directed by Permanent Secretary, MEDE; and
- xii. perform any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.