

# Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni, l-Isport, iż- Żgħażaġh, ir-Riċerka u l- Innovazzjoni (MEYR)
<b>L-impjeg</b>	Senior Manager



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

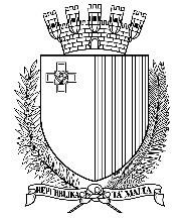
## Dmirijiet u responsabbiltajiet

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

- i. Jikkontribwixxi b'mod effettiv għat-tmexxija kollettiva tal-Ministeru għall-Edukazzjoni, Sport, Żgħażaġh, Riċerka u Innovazzjoni bħala membru tat-Tim tat-Tmexxija, billi jipparteċipa fil-generazzjoni ta' ideat godda u modi godda għat-tweqqif tan-negozju tas-Segretarjat Permanenti;
- ii. Jipprovdi appoġġ u pariri lid-Diretturi Ġenerali u d-Diretturi, dwar il-kwistjonijiet kollha relatati ma' kwalunkwe kwistjoni fil-kompetenza tal-Iżvilupp tal-Politika u l-Implimentazzjoni tal-Programmi;
- iii. Jwettaq riċerka u jipprovdi pariri dwar opportunitajiet ta' Finanzjament Ewropew lil entitajiet li jaqgħu taħt il-portafoll tal-Ministeru u benefiċjarji oħra;
- iv. Jissorvelja, jikkoordina u jimplimenta flimkien mal-partijiet interessati, l-implimentazzjoni xierqa ta' proġetti u skemi li jaqgħu fil-portafoll tal-Ministeru;
- v. Jikkoordina mal-Mexxejja tal-Proġetti u jimmonitorja l-implimentazzjoni xierqa ta' proġetti li jaqgħu taħt il-mandat tal-Ministeru jew proġetti appoġġjati mill-Ministeru;
- vi. Jiggwida kif xieraq lill-Mexxejja tal-Proġetti s-sottomissjoni tal-applikazzjoni tal-proġett, qabel u wkoll matul l-istadji ta' implimentazzjoni tal-proġett, f'oqsma ta' procurement, hlasijiet u riżorsi oħra;
- vii. Jivvetja rapporti u jiżgura s-sottomissjoni f'waqtha tagħhom, filwaqt li javża ukoll lill-Mexxejja tal-Proġetti jekk l-implimentazzjoni tal-proġett jaqa' lura. Jgħin lill-Mexxejja tal-Proġetti matul l-istadji kollha tal-implimentazzjoni tal-proġett, jiġifieri l-istadju tal-applikazzjoni, l-procurement, il-hlasijiet u l-ghelug;
- viii. Jirrapprezenta lill-Uffiċċju waqt laqgħat kemm lokali kif ukoll barra minn Malta;
- ix. Jipparteċipa u joqgħod fuq diversi bordijiet u kunitati li jirrapprezentaw dan l-Uffiċċju;
- x. Jaġixxi bħala punt ta' referenza u espert fl-inizjattivi billi jqajjem kuxjenza, jiggwida u jikkonsulta wkoll waqt il-proċess tad-disinn, billi jikkonsulta u jiformula wkoll il-pożizzjoni ta' Malta kif xieraq;
- xi. Jnissel bidla biex il-Ministeru jingieb f'konformità mal-aħjar Prattika u jiżgura li l-inizjattivi ta' bidla jiġu kkomunikati b'mod effettiv lill-partijiet interessati interni u esterni kollha;
- xii. Jwettaq kwalunkwe dmir ieħor, li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
<b>Job title</b>	Senior Manager



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

## Duties and responsibilities

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

- i. Contributes effectively to the collective management of the Ministry for Education, Sport, Youth, Research and Innovation as a member of the Management Team, by participating in the generation of new ideas and fresh approaches to the delivery of the Permanent Secretariat's business;
- ii. Provides support and advice to the Directors General and Directors, on all matters relating to any issues within the remit of Policy Development and Programme Implementation;
- iii. Performs research and provides advice on European Funding opportunities to entities falling under the Ministry portfolio and other beneficiaries;
- iv. Monitors, coordinates and implements together with stakeholders, the proper implementation of projects and schemes falling within the Ministry's portfolio;
- v. Liaise with Project Leaders and monitors the proper implementation of projects falling under the Ministry's remit or projects supported by the Ministry;
- vi. Guides accordingly Project Leaders prior project application submission and also during the project implementation stages, in areas of procurement, payments and other resources;
- vii. Vets reports and ensures their timely submission whilst also alert Project Leaders if project implementation falls behind schedule. Assist Project Leaders during all stages of the project implementation that is application, procurement, payments and closure stage;
- viii. Represents the Office during meetings both local and abroad;
- ix. Participates and sits on various boards and committees representing this Office;
- x. Acts as focal point and expert in the initiatives by raising awareness, guiding and also consult during the design process by consulting and also formulating Malta position accordingly;
- xi. Instil change to bring the Ministry in line with best practice and ensures that change initiatives are effectively communicated to all internal and external stakeholders;
- xii. Undertakes any other duties, which maybe updated to meet the requirements of any area as confirmed by the Permanent Secretary;
- xiii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.