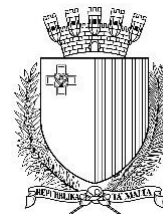




<b>Ministeru</b>	<i>Ministeru għall-Edukazzjoni u l-Isport</i>
<b>L-impjeg</b>	<i>Senior Manager</i>

### Dmirijiet u responsabbiltajiet

- i. Jappoġġja lid-Direttur Ġenerali (Servizzi Edukattivi) u b'mod partikolari jassisti lid-Direttur (Riżorsi Edukattivi);
- ii. Jikkoordina l-proċess li jwassal għall-iżvilupp tal-pjanijiet tar-Riżorsi Umani fi ħdan l-istabbilimenti edukattivi;
- iii. Jikkoordina l-proċess li jwassal għas-sottomissjoni tal-pjanijiet ta' klassifikazzjoni annwali;
- iv. Jalloka persunal li jappartjeni kemm għal gradi edukattivi kif ukoll mhux edukattivi, fil-Primarja, Sekondarja Medja, Post-Sekondarji, Skejjel Vokazzjonali, Resource Centres u Learning Support Centres.
- v. Jiffaċilita l-provvediment ta' job shadowing/field placements lil min jipprovdi taħriġ inizzjali tal-ghalliema.
- vi. Iwettaq kull verifika li tista' tkun meħtieġa għall-bżonnijiet kemm ta' gradi edukattivi kif ukoll mhux edukattivi fi ħdan l-iskejjel tal-knisja b'kollaborazzjoni mas-Segretarjat għall-Edukazzjoni Kattolika.
- vii. Jwettaq kwalunkwe verifika li tista' tkun meħtieġa għall-provvista ta' inkluzjoni fis-settur tal-iskejjel indipendenti.
- viii. Jappoġġja l-implimentazzjoni tal-Qafas għall-Istrategija għall-Edukazzjoni (2014/2024) u l-pjanijiet ta' żvilupp tal-iskejjel li jirriżultaw minn dan, billi jikkoordina l-proċess li jwassal għall-kumpilazzjoni ta' pjanijiet ta' capacity building/riżorsi umani;
- ix. Jikkoordina l-provvediment ta' mentoring għall-istaff kollha fi stabbilimenti edukattivi u tiżgura provvediment ta' assistenza fil-każ ta' staff li jiffaċċjaw sitwazzjonijiet diffiċli, partikolarment għalliema li jirrikjedu appoġġ;
- x. Jidentifika l-bżonnijiet ta' taħriġ ta' staff fi stabbilimenti edukattivi u jaħdem mill-qrib mal-Istitut għall-Edukazzjoni sabiex jiġi żgurat li dawn il-bżonnijiet jiġu indirizzati;
- xi. Jikkoordina l-proċess meħtieġ għall-induction xierqa ta' staff ġdid li jkun rekrutat fi stabbilimenti edukattivi u għad-decizjoni jekk tingħatax l-konferma tal-hatra;
- xii. Jikkoordina l-funzjonijiet amministrattivi meħtieġa għall-manutenzjoni kontinwa tad-databases u s-sistemi tal-IT, bħalissa STS, u MySchool.
- xiii. Ittejjeb u jiżviluppa, flimkien mal-IMU, għodod ta' klassifikazzjoni, skjerament u skedar ta' hin u tipprovdi taħriġ fl-użu tagħhom.
- xiv. Jrawwem netwerking u kooperazzjoni bejn kulleġġi, skejjel u stabbilimenti edukattivi oħra, fi ħdan u lil hinn mis-settur tal-iskejjel tal-istat.
- xv. Jiffaċilita l-implimentazzjoni ta' Ftehimiet Settorjali mal-MUT u unjins oħra u jrawwem relazzjonijiet industrijali b'saħħithom.
- xvi. Jwettaq dmirijiet manigerjali oħra relatati kif jista' jitqies xieraq biex jiżgura li l-iskejjel ikunu f'pożizzjoni li joffru l-aħjar servizz ta' kwalità possibbli.
- xvii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xviii. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xix. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



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

<b>Ministry</b>	<i>Ministry for Education and Sport</i>
<b>Job title</b>	<i>Senior Manager</i>

### **Duties and responsibilities**

- i. Supports the Director General (Educational Services) and in particular assists the Director (Education Resources);
- ii. Coordinates the process leading to the development of Human Resources plans within educational establishments;
- iii. Coordinates the process leading to the submission of the annual classification plans;
- iv. Allocates staff pertaining to both educational and non-educational grades, in Primary, Middle Secondary, Post-Secondary, Vocational Schools, Resource Centres and Learning Support Centres.
- v. Facilitates the provision of job shadowing/field placements to initial teacher training providers.
- vi. Carries out any verifications that may be required for the needs of both educational and non-educational grades within church schools in collaboration with the Secretariat for Catholic Education.
- vii. Carries out any verifications that may be required for inclusion provision within the independent schools' sector.
- viii. Supports the implementation of the Framework for the Education Strategy (2014/2024) and the resulting school development plans by coordinating the process leading to the compilation of capacity building/human resources plans.
- ix. Coordinates the mentoring provision of all staff in educational establishments and ensure provision of assistance in the case of staff facing challenging situations, particularly teachers who require support.
- x. Identifies training needs for staff in educational establishments and liaising with the Institute for Education to ensure that such needs are addressed.
- xi. Coordinates the process required for the proper induction of newly recruited staff within educational establishments and for the awarding or otherwise of confirmations of appointments.
- xii. Coordinates the administrative functions required for the ongoing maintenance of databases and IT systems, currently STS, and MySchool.
- xiii. Enhances and develops, in conjunction with IMU, classification, deployment and timetabling tools and providing training in their use.
- xiv. Nurtures networking and cooperation between colleges, schools and other educational establishments, within and beyond the state school sector.
- xv. Facilitates the implementation of Sectoral Agreements with MUT and other unions and nurture healthy industrial relationships.
- xvi. Performs other related managerial duties as may be deemed appropriate to ensure that schools are in a position to offer the best quality service possible.
- xvii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xviii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xix. Any other duties as directed by the Principal Permanent Secretary