

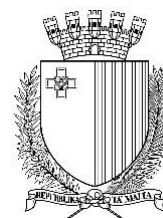


<b>Ministeru</b>	<i>Ministeru għall-Edukazzjoni u l-Isport</i>
<b>L-impjeg</b>	<i>Manager II</i>

**Dmirijiet u responsabbiltajiet**

- i. Responsabbli mill-amministrazzjoni, koordinazzjoni u appoġġ tal-provvediment tal-Kors ta' Tagħlim Tul il-Ħajja fi ħdan id-Direttorat għar-Ricerka, Tagħlim Tul il-Ħajja u Impjegabbiltà (DRLLE);
- ii. Jiżgura t-tmexxija bla xkiel tal-amministrazzjoni u l-uffiċċju tal-customer care u l-programmi ta' taħriġ billi jappoġġa, taħriġ, mentoring u tmexxija ta' tim ta' uffiċjali tal-amministrazzjoni u customer care.
- iii. Responsabbli għar-reġistrazzjoni tal-applikanti, l-iffissar tal-iskedi, l-gbir u l-ħruġ tar-riżultati tal-istudenti u ż-żamma tas-sistemi kollha bħal MySchool agġornati.
- iv. Aġġornament ta' manwali u materjali ta' informazzjoni għall-istudenti u aġġornament tal-websajt tat-Tagħlim Tul il-Ħajja u l-midja soċjali
- v. Is-sorveljanza li r-rekords tat-taħriġ (eż. listi ta' apprendisti, skedi, folji ta' attendenza) u sistema ta' fajl organizzata qed jinżammu
- vi. Jirrevedi u jxerred materjal ta' taħriġ, bħal noti ta' istruzzjoni, formoli ta' feedback eċċ
- vii. Jiġbor ir-rispons tal-istudenti u għaddi suġġerimenti għal titjib jew programmi godda
- viii. Jiżgura l-konformità tal-attivitajiet kollha ta' taħriġ mal-politiki stabbiliti u l-aħjar prattiki
- ix. Jiżgura li jinżammu Standards ta' Kwalità Għolja għall-Provvista ta' Kors ta' Tagħlim Tul il-Ħajja, filwaqt li jistinka lejn l-eċċellenza u sodisfazzjon għoli tal-klijent;
- x. Jappoġġja t-tfassil, il-partecipazzjoni u l-implimentazzjoni ta' proġetti tal-Unjoni Ewropea fit-tagħlim tal-adulti, jirrappreżenta DRLLE fil-fora tat-tagħlim tal-adulti tal-Unjoni Ewropea, u jistinka biex jippromwovi l-Aġenda Nazzjonali għat-Tagħlim Tul il-Ħajja fuq il-pjattaforma Ewropea;
- xi. Mat-tim ta' tmexxija anzjan, isaħħaħ l-ethos tad-direttorat fl-operazzjonijiet kollha tiegħu, billi jzomm u jiżgura ambjent tax-xogħol b'saħħtu, jippromwovi l-inizjattiva u l-kreattività u jiżgura l-puntwalità u l-kwalità għolja fis-servizzi pprovduti.
- xii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Jwettaq dmirijiet oħra li jistgħu jiġu agġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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



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

### **Duties and responsibilities**

- i. Responsible for the administration, coordination and support of the Lifelong Learning Course provision within the Directorate for Research, Lifelong Learning and Employability (DRLLE);
- ii. Ensures the smooth running of the administration and customer care office and training programs by supporting, training, mentoring and leading a team of administration and customer care officers.
- iii. Responsible for registration of applicants, setting of timetables, collating of and issuing of student results and keeping all systems such as MySchool up to date.
- iv. Updates student information handbooks and materials and updating the Lifelong Learning website and social media
- v. Supervises that training records (e.g. trainee lists, schedules, attendance sheets) and an organised filing system is being kept
- vi. Reviews and disseminate training material, such as instructional notes, feedback forms and so on
- vii. Collects student feedback and pass on suggestions for improvements or new programs
- viii. Ensures the compliance of all training activities with established policies and best practices
- ix. Ensures that High Quality Standards are maintained for the provision of Lifelong Learning Course Provision, striving towards excellence and high client satisfaction;
- x. Supports the design, participation and implementation of European Union projects in adult learning, represent DRLLE in European Union adult learning fora, and strive to promote the National Lifelong Learning Agenda on the European platform;
- xi. With the senior leadership team, strengthens the ethos of the directorate in all its operations, by maintaining and ensuring a healthy working environment, promoting initiative and creativity and ensuring timeliness and high quality in the services provided.
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xiv. Any other duties as directed by the Principal Permanent Secretary