



<b>Ministeru</b>	<i>Ministeru għall-Edukazzjoni</i>
<b>L-impjeg</b>	<i>Manager I</i>

### Dmirijiet u responsabbiltajiet

- i jikkontribwixxi fil-koordinazzjoni tal-Affarijiet Internazzjonali kollha (inklużi dawk fil-livell tal-UE), speċjalment meta l-materji jkunu ta' natura politikament sensitiva jew t' importanza teknika partikolari, jew it-nejn li huma;
- ii kapaċi jikteb rapporti kemm bil-malti kif ukoll bl-Ingliż;
- iii jikkoopera mad-Direttorati u l-Entitajiet differenti dwar Affarijiet Internazzjonali u kwistjonijiet relatati mal-UE msemmija għall-attenzjoni tad-Direttur għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi tas-Segretarju Permanenti. Dawn imbagħad jiġu miġjuba għall-attenzjoni ta' dawn tal-aħħar wara li jkunu wettqu analiżi bir-reqqa bl-għan li jipprovdu triq 'il quddiem;
- iv jikkontribwixxi fil-manutenzjoni tad-database li telenka rappreżentazzjoni Ministerjali fil-fora Internazzjonali u tal-UE kollha;
- v jese gwixxi l-applikazzjoni ta' qafas regolatorju b'rabta mal-ivjaġġar bi dmir. Dan jinvolvi li jiġu vverifikati formoli t' applikazzjoni individwali fl-istadju preparatorju u l-koordinazzjoni mat-taqsimiet tal-ivvjaġġar rispettivi biex ikun żgurat li d-dettalji pprovduti mill-partecipanti jirriflettu verament in-natura u l-iskop taż-żjara. Fi tmiem iż-żjara, jittiehdu passi xierqa biex ikun hemm segwitu xieraq;
- vi jevalwa dokumentazzjoni li toriġina minn istituzzjonijiet internazzjonali relatati mal-portafoll tal-Ministeru, inklużi dawk mill-istituzzjonijiet tal-UE, u jiprovdi l-isfond kontestwali lill-uffiċjali tal-ministeru fir-rigward ta' tali dokumentazzjoni;
- vii jakkumpanja u jirrapreżenta (jekk meħtieġ u xieraq) lid- Direttur għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi u s-Segretarju Permanenti MFED f'laqgħat lokalment u barra kif xieraq;
- viii jese gwixxi x-xogħol ta' thejjija, inkluż il-forniment t' input, f'relazzjoni għal-laqgħat rilevanti fil-livell internazzjonali, partikolarment dawk fil-livelli varji tal-UE u organizzazzjonijiet internazzjonali. Dan jista' jinkludi s-sorveljanza tat-thejjija tal-istruzzjonijiet li għandhom jintbagħtu lill-uffiċjali rispettivi fir-rappreżentazzjonijiet ta' Malta barra mill-pajjiż;
- ix jikkontribwixxi fil-konsolidazzjoni tal-pożizzjoni nazzjonali rilevanti dwar kwistjonijiet internazzjonali b'rabta mal-mekkaniżmi ta' rappurtaġġ;
- x jsegwi fuq in-nomina ta' esperti / rappreżentanti dwar gruppi ta' ħidma tekniċi varji;
- xi jsegwi programmi u nizjattivi fi ħdan id-Direttorati u l-Entitajiet tal-Ministeru għall-Edukazzjoni sabiex jiżgura li l-miri ta' Malta kemm fuq livell ta' l-UE kif ukoll fuq dak internazzjonali kif ukoll dawk tal-Programm Nazzjonali ta' Riforma jintlaħqu b'mod adegwat;
- xii jaħdem u jsegwi kwalunkwe komputu li jkun meħtieġ biex twassal l-aġenda tas-Segretarju Permanenti;
- xiii jwettaq dmirijiet oħra kif jidhrilha li hu xieraq mis-Segretarju Permanenti MFED u/jew id- Direttur għall-Affarijiet Internazzjonali u Implementazzjoni ta' Programmi u/jew ir-rappreżentant tagħhom;
- xiv kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvi kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



MINISTRY FOR EDUCATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

<b>Ministry</b>	<i>Ministry for Education</i>
<b>Job title</b>	<i>Manager I</i>

### **Duties and responsibilities**

- i contributes to the coordination of all International Affairs (including those at the EU level), especially when the matters are of a nature which is either politically sensitive or of a particular technical importance, or both;
- ii able to write reports in both Maltese and English;
- iii cooperates with the different Directorates and Entities on International Affairs and EU related matters referred to the attention of the Director International Affairs and Programme Implementation and of the Permanent Secretary. These would then be brought to the attention of the latter after having conducted a thorough analysis with a view to providing a way forward;
- iv contributes to the maintenance of a database listing Ministerial representation in all International and EU fora;
- v executes the application of a regulatory framework in relation to Duty Travel. This entails vetting individual application forms in the preparatory stage and coordinating with the respective travel sections to make sure that the details provided by the participants truly reflect the nature and purpose of the visit. At the end of the visit, appropriate steps to ensure adequate follow up is duly taken;
- vi assesses documentation originating from international institutions related to the Ministry's portfolio, including those from EU institutions, and providing the contextual background to ministry officials in relation to such documentation;
- vii accompanies and represents (if necessary and appropriate) the Director International Affairs and Programme Implementation and the Permanent Secretary MFED in meetings locally and abroad as appropriate;
- viii executes preparatory work, including the provision of input, in relation to relevant meetings at the international level, particularly those within the various levels of the EU and international organisations. This may include overseeing the preparation of instructions to be forwarded to respective officials at Malta's Representations abroad;
- ix contributes to the consolidation of the relevant national position on international issues in relation to reporting mechanisms;
- x follow-up on the nomination of experts / representatives on various technical working groups;
- xi follows programmes and initiatives within the Directorates and Entities of the Ministry of Education in order to ensure that Malta's targets both on an EU and international level as well as those of the National Reform Programme are adequately met;
- xii works and follow up on any tasks that are required to deliver the Permanent Secretary's agenda;
- xiii performs other duties as may deemed appropriate by the Permanent Secretary MFED, Director International Affairs and Programme Implementation and/or their representative;
- xiv undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xvi any other duties as directed by the Principal Permanent Secretary.