

Anness A



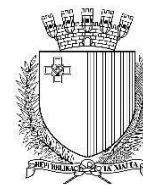
MINISTERU GHALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjeg	Manager I

Dmirijiet u responsabbiltajiet

- i. Jgħin fit-tmexxija ta' kuljum taż-żewġ Direttorati li jaqgħu taħt id-Direttorat tan-National Students Wellbeing Services;
- ii. Iżomm dokumentazzjoni xierqa relatata mal-iskemi u s-servizzi pprovduti inklużi rekords ta' rċevuti u l-hruġ ta' provvisti;
- iii. Jgħin fit-teħid tal-minuti u jwettaq funzjonijiet ta' rappurtar;
- iv. Jitgħallem u jżomm ruħu aġġornat bl-iżviluppi fil-leġiżlazzjoni u l-politiki nazzjonali tal- procurement biex jappoġġja d-deċiżjonijiet tal- procurement tal-organizzazzjoni;
- v. Jippjana, jimmaniġġja u jikkoordina t-tmexxija ta' kuljum tal-Unitajiet li jaqgħu taħt dawn id-Direttorati, jittratta l-korrispondenza, mistoqsijiet relatati ma' proġetti, servizzi tal-iskemi, jikkomunika d-deċiżjonijiet u kwalunkwe proċess amministrattiv ieħor meħtieġ;
- vi. Jassisti u jimplimenta kwalunkwe titjib propost kif meħtieġ;
- vii. Jassisti fil-ġestjoni u l-implimentazzjoni ta' kuljum tal-baġit tad-Direttorati u jittratta t-talbiet għall-procurement meħtieġa;
- viii. Jitlob u jirreġistra l-htigijiet mill-uffiċjali li jaqdu fid-Direttorati;
- ix. Jiżgura kunsinna fil-hin ta' output ta' kwalità għolja, metodi ta' hidma effettivi u komunikazzjoni tajba rigward l-iskemi u s-servizzi offruti fl-iskejjel;
- x. Jassisti lill-line manager u lis-Senior Management fl-implimentazzjoni tal-punti ta' azzjoni;
- xi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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

Duties and responsibilities

- i. Assists in the day to day running of the two Directorates falling under the National Students Wellbeing Services Directorate;
- ii. Maintains and keeps proper documentation related to s schemes and services provided including records of receipts and the issue of stores;
- iii. Assists in minute taking and carries out reporting functions;
- iv. Learns and keeps abreast of developments in the national procurement legislation and policies to support the organisation's procurement decisions;
- v. Plans, manages and coordinates the day-to-day running of the Units falling under these Directorates, dealing with correspondence, enquires relating to projects, schemes services, communicating decisions and any other administrative processes needed;
- vi. Assists and implements any proposed improvements as required;
- vii. Assists in the day to day management and implementation of the Directorates budget and handling procurement requests needed;
- viii. Requests and records needs from officers serving within the Directorates;
- ix. Ensures on time delivery of high-quality output, effective working methods and good communication regarding schemes and services offered in schools;
- x. Assists the line manager and the Senior Management in the implementation of action items;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xii. Any other duties as directed by the Principal Permanent Secretary.