



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

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

Dmirijiet u responsabbiltajiet

- i. Jassisti fit-tnejn ta' estimi finanzjarji u ppjanar ekonomiku;
- ii. Jiġbor u jzomm data u statistika rilevanti;
- iii. Jirraporta lis-Senior Manager (Regulatory and Compliance) u/jew Assistant Direttur u/jew lid-Direttur dwar ix-xogħol li jkun twettaq;
- iv. Jassisti u jappoġġa lill-manigment fejn jirrigwarda r-regolazzjoni, il-verifika, ir-riċerka u r-rappurtaġġ dwar is-sistema edukattiva fl-età obbligatorja u mhux, fl-istituzzjonijiet edukattivi f'Malta u f'Għawdex sabiex jiżgura li jitharsu l-politiki u l-provvedimenti stipulati fl-Att tal-Edukazzjoni, kif ukoll politiki u provvedimenti oħra tal-MES;
- v. Jassisti u jappoġġa lill-manigment fil-proċeduri ta' moniteraġġ li jassiguraw l-osservanza u limplimentazzjoni tal-provvedimenti ta' liġijiet u regolamenti li jirrigwardaw l-edukazzjoni jew istituzzjonijiet edukattivi;
- vi. Jagħti sehmu fil-proċess tal-applikazzjonijiet għall-ħruġ ta' liċenza skont l-att tal-edukazzjoni, liġijiet oħra relatati u r-responsabbiltà tad-dipartiment li jirregola;
- vii. Jikkontribwixxi għal rapporti varji, li jistgħu joriġinaw minn htigijiet interni, nazzjonali jew internazzjonali;
- viii. Jagħti sehmu fl-ifformular, iż-żamma u l-aġġornament tal-politiki, proċessi u proċeduri kif ikun mitlub jagħmel;
- ix. Jzomm ruħu aġġornat ma' leġislazzjoni rilevanti u politiki tal-gvern. Barra dan, jsegwi taħriġ kontinwu kif ikun mitlub;
- x. Jieħu sehem f'konferenzi, workshops u laqgħat internazzjonali dwar regolazzjoni u compliance kif meħtieġ;
- xi. Jikkontribwixxi, jaqsam u jimplimenta l-missjoni u l-viżjoni tad-dipartiment;
- xii. Jintegra l-perspettiva tal-generu fi programmi u inizzjattivi tad-Direttorati;
- xiii. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni



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

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

Duties and responsibilities

- i. Assisting in the preparation of budgets and business planning;
- ii. Collecting and maintaining relevant data and statistics;
- iii. Reporting to Senior Manager (Regulatory and Compliance) and/or Assistant Director and/or Director on work assignments carried out;
- iv. Assisting the management in the regulation, verification, research and reporting on pre-compulsory and compulsory education in educational institutions in Malta and Gozo to ensure that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MES are adhered to;
- v. Assisting in the management of the monitoring procedures which ensure compliance and implementation of the provisions of laws and regulations dealing with matters relating to education;
- vi. Contributing towards the processing of applications for the issuing of a licence as set by the education act, other related legislations and the department's responsibility to regulate;
- vii. Contributing to the various publications and reports, which may stem from internal, national or international requirements;
- viii. Contributing towards the formulating, maintaining and updating of policies, processes and procedures as required;
- ix. Keeping abreast with relevant legislation and government policies. Also keeping abreast with relevant continuous professional development as directed;
- x. Networking with bodies and participating in international conferences, workshops and meetings related to Regulation and Compliance as needed;
- xi. Contributing to, sharing and implementing the Department's vision and mission;
- xii. Integrating the gender perspective in programmes and initiatives of the Directorates;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.