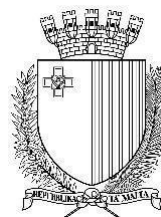


Anness A

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



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

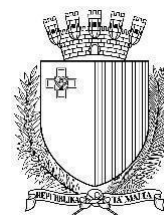
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II fid-Direttorat tan-National Students Wellbeing Services fi hdan d-Dipartiment għas-Servizzi Edukattivi, li jinkludu:

- i. Jaħdem b'mod kollaborattiv ma' manigers oħra, kollegi, u aġenziji esterni biex jintlaħqu għanijiet komuni;
- ii. Jikkontribwixxi għall-formulazzjoni, iż-żamma u l-aġġornament ta' politiki, proċessi u proċeduri kif meħtieġ;
- iii. Jinnetwerkja ma' korpi u jipparteċipa f'konferenzi, workshops u laqgħat internazzjonali relatati mas-servizzi kollha offruti mit-taqsimiet kollha li jaqgħu taħt id-Direttorat tan-National Students Wellbeing Services;
- iv. Jiżgura li l-attivitajiet kollha fid-Direttorati jikkonformaw mal-istandards, ir-regolamenti u l-politiki nazzjonali u internazzjonali dwar l-edukazzjoni inkluziva, is-Servizzi Psikosoċjali tal-Istudenti, is-Servizzi Psikoloġiċi tal-Iskola u s-Servizz tax-Xogħol Soċjali fi hdan id-Dipartiment għas-Servizzi Edukattivi;
- v. Jorganizza u jikkontribwixxi għal workshops, sessjonijiet ta' taħriġ u seminars biex jippromwovi l-edukazzjoni inkluziva, u l-benessri Psikosoċjali, il-prattiki u l-politiki u t-tnaqqis tal-assenteizmu mill-iskola;
- vi. Ikun responsabbli għad-dmirijiet amministrattivi u klerikali relatati mad-Direttorat tan-National Students Wellbeing Services;
- vii. Iżomm rekords u dokumentazzjoni preċiżi għall-konformità mal-istandards u r-regolamenti dipartimentali;
- viii. Juża l-hiliet tal-ECDL biex johloq, jimmaniġġja u jorganizza dokumenti, spreadsheets, preżentazzjonijiet u databases;
- ix. Kwalunkwe komputu iehor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- x. Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

.Annex A

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



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

Duties and responsibilities

The duties of a Manager II in the National Students Wellbeing Services Directorate within the Department for Educational Services include:

- i. Works collaboratively with other managers, colleagues, and external agencies to achieve common goals;
- ii. Contributing towards the formulating, maintaining and updating of policies, processes and procedures as required;
- iii. Networking with bodies and participating in international conferences, workshops and meetings related to all services offered by all sections falling under the National Students Wellbeing Services Directorate;
- iv. Ensure that all activities within the Directorates comply with national and international standards, regulations, and policies on inclusive education, Psychosocial Student Services, the School Psychological Services and the Social Work Service within the Department for Educational Services;
- v. Organize and contribute to workshops, training sessions, and seminars to promote inclusive education, and Psychosocial wellbeing, practices and policies and the lowering of school absenteeism;
- vi. Being responsible for the administrative and clerical duties related to the National Students Wellbeing Services Directorate;
- vii. Maintain accurate records and documentation for compliance with departmental standards and regulations;
- viii. Utilise ECDL skills to create, manage, and organise documents, spreadsheets, presentations, and databases;
- ix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- x. Any other duties as directed by the Principal Permanent Secretary.