



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

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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Manager fl-International Learners' Directorate fi hdan id-Dipartiment għas-Servizzi Edukattivi jinkludu:

- i. jassisti fit-tmexxija ta' implimentazzjoni effettiva ta' azzjonijiet tal-International Learners' Directorate;
- ii. jassisti fil-ġbir u ż-żamma ta' rekords tal-attivitajiet pertinenti kollha, inkluż il-ġabra ta' rekords adegwati li għandhom iservu ta' bażi għal gestjoni finanzjarja tajba;
- iii. jassisti fl-abbozzar u fil-pjanijiet ta' proġetti kemm dawk iffinanzjati mill-Unjoni Ewropea jew min-Nazzjonal u fil-ġbir ta' rapporti kif ordnat mil-*line manager* tiegħu;
- iv. jassisti biex jiġi segwit il-progress, l-eżekuzzjoni u l-monitoraġġ tal-proġetti;
- v. jassisti fil-kompilazzjoni tat-talba għall-kwotazzjonijiet, id-dokumenti tat-*tenders* u l-proċessi tal-għażla u kwalunkwe dmir ieħor relatat;
- vi. jassisti fil-koordinament mal-partijiet interessati, dipartimenti u sezzjonijiet rilevanti għat-tmexxija tajba tal-attivitajiet;
- vii. jassisti fiż-żamma tad-dokumentazzjoni kollha meħtieġa, jiżgura l-manutenzjoni tal-fajls bl-aħjar mod kif ukoll itella' d-dokumentazzjoni meħtieġa fuq portals u pjattaformi speċifiki onlajn;
- viii. kwalunkwe komputu ieħor iddelegat lil mil-*line manager*, kif jista' jkun meħtieġ;
- ix. jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti; u
- x. 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>Assistant Manager</i>

Duties and responsibilities

The duties of an Assistant Manager in the International Learners' Directorate within the Department for Educational Services include:

- i. assisting in the managing of effective implementation of International Learners' Directorate actions;
- ii. assisting in recording and keeping of all pertinent activities, including compiling adequate records which should serve as a basis for sound financial management;
- iii. assisting in the drafting of National and EU funded projects and compiling of reports as directed by their line manager;
- iv. assisting in the planning, execution and monitoring of projects;
- v. assisting in the compilation of request for quotations, tender documents and selection processes and any other related duties;
- vi. assisting in the liaising with the relevant stakeholders, departments and sections for the smooth running of activities;
- vii. assisting in maintaining all the necessary documentation, ensuring an optimal upkeep of files as well as uploading the necessary documentation on specific online portals and platforms;
- viii. undertakes any other tasks as delegated by the line manager, as may be required;
- ix. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary; and
- x. any other duties as directed by the Principal Permanent Secretary