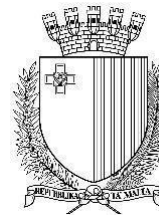


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjeg	Assistant Manager (Project Management)



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

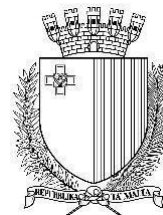
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Assistant Manager (Project Management) fi ħdan id-Direttorat tal-Logistika u Infrastruttura jinkludu li:

- Jassisti lil-line manager u lill-senior officials fl-immaniġġjar u l-eżekuzzjoni ġenerali tal-proġetti mwettqa mid-Direttorat;
- Jifhem u japplika l-prinċipji tat-trasparenza, in-nondiskriminazzjoni u t-trattament ugwali, kif ukoll l-istandards etiċi, tal-privatezza, tal-kunfidenzjalita' u tal-integrità fil-konsultazzjonijiet tas-suq u l-impjenji mal-fornituri;
- Jikkordina u jesegwixxi xogħlijiet amministrattivi ta' kuljum inkluż il-ġbir ta' informazzjoni minn tekniċi, inġiniera, kuntratturi, eċċ. kif jista' jkun meħtieġ;
- Iżur is-siti tal-proġett meta mitlub mis-Senior Manager biex jevalwa l-progress u jiċċara kull tħassib li jista' jinqala';
- Jiżgura li l-attivitajiet kollha tal-proġetti jkunu konformi ma' standards ta' saħħa u sigurtà, standards ta' kwalità u rekwiżiti regolatorji, u jikkordina ma' timijiet tekniċi kif meħtieġ;
- Jikseb il-permessi kollha meħtieġa inkluż permessi tal-Awtorità tal-Ippjanar, meħtieġa għall-bidu u l-eżekuzzjoni tal-proġetti;
- Jissorvelja u jaġġorna d-dokumentazzjoni kollha tal-proġett, inklużi rekords finanzjarji u rapporti ta' progress u jiżgura li l-proġetti huma konformi mal-politiki legali, regolatorji u interni kollha;
- Responsabbli għall-iżvilupp, il-ġestjoni u t-tlestija ta' kompiti speċifiċi, proġetti u inizjattivi;
- Jaħdem mill-qrib u jipparteċipa f'laqgħat mal-Project Leaders assenjati biex jiżgura li l-proġetti jitwettqu skont id-disinn/tqassim miftiehem, skont l-iskeda u fil-baġit stabbilit minn qabel;
- Jassisti fil-kompilazzjoni ta' rapporti ta' kull xahar relatati mal-implimentazzjoni tal-proġetti u jiżgura li dawn ikunu konformi mal-iskedi stabbiliti;
- Iżomm dokumentazzjoni u informazzjoni xierqa fir-rigward ta' programmi u inizjattivi fid-Dipartiment u jiżgura li d-data tinżamm b' mod sigur;
- Jirrapporta regolarment dwar il-progress ta' diversi proġetti mwettqa mid-Direttorat lil-line manager, inklużi problemi li jkunu qed jeskalw li jistgħu jaffettwaw it-tlestija b'suċċess ta' proġetti jew telf ta' fondi;
- Jimmonitorja l-ispejjeż tal-proġetti u jirrapporta kwalunkwe devjazzjoni fil-proġetti inkluż l-impatt finanzjarju ta' tali devjazzjoni jew telf ta' fondi;
- Jagħmel użu mis-sistemi tat-teknoloġija tal-informatika kif stabbiliti mid-Dipartiment;
- Jipparteċipa f'kull sessjoni ta' taħriġ kif organizzat mill-Ministeru, l-Istitut tas-Servizz Pubbliku jew entitajiet oħra tas-Servizz Pubbliku kif dettat mill-esiġenzi tax-xogħol ta' żvilupp kontinwu tal-Ministeru.
- Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- Jwettaq kwalunkwe kompit u ieħor, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ; u
- Dmirijiet oħra skont struzzjonijiet mogħtija mis-Segretarju Permanenti ewlieni

Annex A

Ministry	Ministry for Education and Sport
Job title	Assistant Manager (Project Management)



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

Duties and responsibilities

The duties of Assistant Manager (Project Management) within the Logistics and Infrastructure Directorate include:

- i. Assist the line manager and senior officials in the overall management and execution of projects undertaken by the Directorate;
- ii. Understands and applies the principles of transparency, non-discrimination and equal treatment, as well as ethical, privacy, confidentiality and integrity standards in market consultations and engagements with suppliers;
- iii. Co-ordinates and executes daily administrative tasks including the gathering of information from technicians, engineers, contractors, etc. as may be required;
- iv. Visits project sites when requested by the Senior Manager to evaluate progress and to clarify any concerns that may arise;
- v. Ensure all projects activities comply with health and safety standards, quality standards and regulatory requirements, and coordinates with technical teams as necessary;
- vi. Obtain all necessary permits including Planning Authority permits, necessary for the commencement and execution of projects;
- vii. Oversee and update all project documentation, including financial records and progress reports and ensure the projects are compliance with all legal, regulatory and internal policies;
- viii. Responsible for the development, management and completion of specific tasks, projects and initiatives;
- ix. Work closely and participate in meetings with the assigned Project Leaders to ensure that the projects are carried out according to the agreed design/layouts, on schedule and within the pre-established budget;
- x. Assists in the compilation of monthly reports related to the implementation of projects and ensures that they are in line with set schedules;
- xi. Maintains proper documentation and information in relation to programmes and initiatives within the Department and ensures that data is stored in a secure manner;
- xii. Regularly report on the progress of various projects undertaken by the Directorate to the line manager, including escalating problems which might affect the successful completion of projects or loss of funds;
- xiii. Monitor the costs of projects and report any deviations in projects including financial impact of such deviations or loss of funds;
- xiv. Make use of the information technology systems as established by the Department;
- xv. Participates in any training sessions as organised by the Ministry, Institute of Public Service or other Public Service entities as dictated by the Ministry's continuous development work exigencies.
- xvi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xviii. Any other duties as directed by the Principal Permanent Secretary