

Anness A

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



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

Dmirijiet u responsabbiltajiet

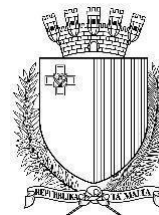
Id-dmirijiet ta' persuna fil-ħatra ta' Manager I (Project Management) fi ħdan id-Direttorat tal-Logistika u Infrastruttura jinkludu li:

- Imexxi u jimmaniġja proġetti mill-bidu sat-tlestija filwaqt li jiżgura allinjament mal-iskop, baġit, skeda ta' żmien u standards ta' kwalita'. Jissorvelja proġetti b' bar charts, Gantt charts biex jiżgura effiċjenza massima fl-eżekuzzjoni b'suċċess tal-proġetti;
- Jikkordina l-laqgħat meħtieġa bejn il-partijiet interessati rilevanti bl-intenzjoni li jippjana, jikkoordina u jissorvelja l-progress tal-proġetti biex jiżgura li l-proġetti jitwettqu sal-iskadenzi stipulati;
- Jahdem mill-qrib u jipparteċipa f'laqgħat fejn meħtieġ mal-Project Leaders assenjati biex jiżgura li l-proġetti jitwettqu skont id-disinn/tqassim miftiehem, skont l-iskeda u fil-baġit stabbilit minn qabel;
- Jattendi laqgħat, seminars, kumitati u pjattaformi ta' diskussjoni meħtieġa b' rabta mal-proġetti;
- Jissorvelja mill-qrib l-ispejjeż tal-proġetti u jirrapporta minnufih dwar kwalunkwe devjazzjoni fil-proġetti inkluż l-impatt finanzjarju ta' tali devjazzjoni jew telf ta' fondi;
- Jiżviluppa pjanijiet ta' hidma komprensivi, jassenja u jissorvelja kompiti u jiżgura li l-iskadenzi jintlahqu b' mod effettiv. Jiżgura li l-ambitu, l-oġettivi, l-ownership u l-miri tal-proġett ikunu definiti sew;
- Jipprovdi aġġornamenti regolari u rapporti dettaljati dwar il-progress lis-senior management u lill-partijiet ikkonċernati, filwaqt li jenfasizza l-istadji importanti ewlenin, ir-riskji u l-azzjonijiet korrettivi;
- Jikseb il-permessi kollha meħtieġa inkluż permessi tal-Awtorita' tal-Ippjanar, meħtieġa għall-bidu u l-eżekuzzjoni tal-proġetti;
- Iwettaq żjarat fuq il-post biex jevalwa l-progress, jindirizza kwistjonijiet fuq il-post u jiżgura l-allinjament tal-proġett mal-oġettivi;
- Jikkoordina mal-kuntratturi, konsulenti u partijiet interessati oħra biex jiżgura implimentazzjoni bla xkiel u jsovi l-isfidi b' mod effiċjenti.
- Iwettaq valutazzjonijiet komprensivi tar-riskju u jiżviluppa strateġiji ta' mitigazzjoni biex jindirizza d-dewmien potenzjali, il-qbiż tal-baġit jew riskji oħra;
- Jiżgura li l-attivitajiet kollha tal-proġett ikunu konformi mal-istandards tas-saħħa u s-sikurezza, standards ta' kwalita' u rekwiżiti regolatorji, u jikkordina ma'timijiet tekniċi kif meħtieġ;
- Jissorvelja u jaġġorna d-dokumentazzjoni kollha tal-proġett, inklużi r-rekords finanzjarji u r-rapporti ta' progress;
- Jiżgura l-osservanza tal-politiki legali, regolatorji u interni kollha relatati mal-eżekuzzjoni tal-proġett;
- Jeskala b' mod proattiv kwistjonijiet jew riskji kbar lis-senior leadership, filwaqt li jiżguraw riżoluzzjoni f' waqtha;
- Jipprepara rapporti u ċertifikati għal proġetti finalizzati;
- Jivverifika x-xogħlijiet kollha mwettqa mal-fatturi sottomessi u jawtorizza l-ipproċessar tal-pagamenti;

- xviii. Jagħmel użu ottimali mill-ghodod kollha disponibbli għall-implimentazzjoni b' suċċess tal-proġetti assenjati billi jkollu għarfien tajjeb ħafna tas-software tal-uffiċċju inkluż software għall-project management biex jkun jista' jzomm rekords tal-proġetti li jkunu għaddejjin f' format diġitali;
- xix. Jagħmel użu mis-sistemi tat-teknoloġija tal-informatika kif stabbiliti mid-Dipartiment;
- xx. 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.
- xxi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xxii. Iwettaq kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ; u
- xxiii. Dmirijiet oħra skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

Annex A

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



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

Duties and responsibilities

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

- i. Leads and manage projects from initiation to completion ensuring alignment with scope, budget, timeline and quality standards. Monitoring projects with bar charts, Gantt charts to ensure maximum efficiency in the successful execution of projects;
- ii. Coordinates the necessary meetings between the relevant stakeholders with the intent of planning, coordinating and supervising the progress of projects to ensure that projects are carried out by the stipulated deadlines;
- iii. Works closely and participates in meetings where required 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;
- iv. Attends necessary meetings, seminars, committees and discussion platforms in connection with projects;
- v. Closely monitor the costs of projects and immediately report on any deviations in projects including financial impact of such deviations or loss of funds;
- vi. Develop comprehensive work plans, assign and oversee tasks and ensure deadlines are met effectively. Ensure that the scope, objectives, ownership and targets of the project are well defined;
- vii. Provide regular updates and detailed progress reports to senior management and stakeholders, highlighting key milestones, risks and corrective actions;
- viii. Obtain all necessary permits including Planning Authority permits, necessary for the commencement and execution of projects;
- ix. Conduct site visits to evaluate progress, address on-site issues and ensure project alignment with objectives;
- x. Liaise with contractors, consultants and other stakeholders to ensure smooth implementation and resolve challenges efficiently.
- xi. Conduct comprehensive risk assessments and develop mitigation strategies to address potential delays, budget overruns or other risks;
- xii. Ensure all project activities comply with health and safety standards, quality standards and regulatory requirements, and coordinates with technical teams as necessary;
- xiii. Oversee and update all project documentation, including financial records and progress reports;
- xiv. Ensure compliance with all legal, regulatory and internal policies related to project execution;
- xv. Proactively escalate major issues or risks to senior leadership, ensuring timely resolution;
- xvi. Prepare handing over reports and certificate for finalised projects;
- xvii. Verify all works carried out against submitted invoices and authorise the processing of payments;
- xviii. Making optimal usage of all available tools for the successful implementation of the assigned projects by having very good knowledge of office software including project management software to be able to keep records of ongoing projects in digital format;

- xix. Make use of the information technology systems as established by the Department;
- xx. 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.
- xxi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xxii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xxiii. Any other duties as directed by the Principal Permanent Secretary.