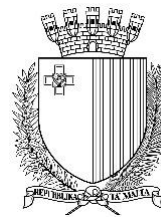


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Part-time Events Coordinator



MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT

TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

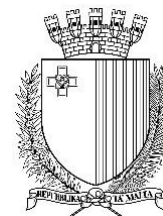
Dmirijiet u responsabbiltajiet

- i. Jippjana, jikkoordina u jevalwa l-programmi, l-attivitajiet u l-inizjattivi marbuta mal-funzjoni tal-Iskola;
- ii. Jiżviluppa pjanijiet ta' hidma, kalendarji, skedi ta' żmien, listi ta' kontroll u għanijiet, u jiżgura t-twettiq effettiv tagħhom;
- iii. Jikkollabora ma' edukaturi, studenti, kollegi, professjonisti, istituzzjonijiet u msieħba esterni fit-twassil tal-hidma;
- iv. Jikkoordina l-użu u t-thejjija tal-postijiet, l-ispazji, it-tagħmir, il-materjali u r-riżorsi meħtieġa;
- v. Jimmaniġġja l-arrangamenti amministrattivi, operattivi u logistiċi meħtieġa għall-attivitajiet u l-inizjattivi;
- vi. Jissorvelja t-thejjija, it-tmexxija u l-ġheluq tal-attivitajiet, u jikkoordina lill-persuni li jassistu fit-twettiq tagħhom;
- vii. Jikkoordina l-komunikazzjoni, il-promozzjoni u t-tixrid ta' informazzjoni rilevanti permezz tal-mezzi xierqa;
- viii. Iżomm dokumentazzjoni, rekords, databases, statistika u rapporti preċiżi għall-evalwazzjoni, l-awditjar u r-rappurtar istituzzjonali;
- ix. Jappoġġja l-implimentazzjoni, il-monitoraġġ u r-reviżjoni tal-programmi, tal-proċeduri u tal-istandards ta' assigurazzjoni tal-kwalità;
- x. Jipprovdi appoġġ amministrattiv u operattiv għall-hidma ta' kuljum, għall-ippjanar, għall-laqqgħat, għall-kumitati u għall-governanza;
- xi. Jappoġġja lill-istudenti u lill-partijiet interessati matul il-proċessi, l-attivitajiet u l-istadji rilevanti tas-servizz;
- xii. Jikkontribwixxi għat-titjib kontinwu tal-proċeduri, juża b'mod effettiv is-sistemi u s-software rilevanti, u jipparteċipa fit-taħriġ u fl-ippjanar strateġiku;
- xiii. Jiżgura konformità mar-regolamenti, mal-politiki, mal-iskedi ta' żmien u mar-rekwiżiti operattivi applikabbli;
- xiv. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu jew lilha, skont il-ħtieġa; u
- xv. Jwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti, mir-rappreżentant tiegħu jew mis-Segretarju Permanenti Ewlieni, skont l-eżiġenzi tas-Servizz Pubbliku.

Deskrizzjoni dettaljata tax-xogħol ta' dal-post tista' tiġi akkwistata permezz ta' dan il-link: <https://peoplemanagement-education.gov.mt/postijiet-vakanti/>.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Part-time Events Coordinator



MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

- i. Planning, coordinating and evaluating programmes, activities and initiatives related to the function of the school;
- ii. Developing work plans, calendars, timelines, schedules, checklists and objectives, and ensuring their effective delivery;
- iii. Liaising with educators, students, colleagues, professionals, institutions and external partners in delivering the work;
- iv. Coordinating the use and preparation of venues, spaces, equipment, materials and other required resources;
- v. Managing the administrative, operational and logistical arrangements required for activities and initiatives;
- vi. Supervising the preparation, delivery and closure of activities, and coordinating persons assisting in their implementation;
- vii. Coordinating communication, promotion and the dissemination of relevant information through appropriate channels;
- viii. Maintaining accurate documentation, records, databases, statistics and reports for evaluation, audit and institutional-reporting purposes;
- ix. Supporting the implementation, monitoring and review of programmes, procedures and quality-assurance standards;
- x. Providing administrative and operational support for day-to-day work, planning, meetings, committees and governance;
- xi. Supporting students and stakeholders throughout relevant processes, activities and service stages;
- xii. Contributing to the continuous improvement of procedures, using relevant systems and software effectively, and participating in training and strategic planning;
- xiii. Ensuring compliance with applicable regulations, policies, timelines and operational requirements;
- xiv. Undertaking any other task delegated by the superior, as may be required; and
- xv. Performing any other duty assigned by the Permanent Secretary, his representative, or directed by the Principal Permanent Secretary according to the exigencies of the Public Service.

A detailed job description of the post can be obtained by accessing the following link:
<https://peoplemanagement-education.gov.mt/en/vacancies-2/>.