

Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjieg	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-hatra ta' Manager I (Project Management) fi hdan id-Direttorat għat-Tagħlim Tul il-Hajja u Impjegabbilita' (DLE) jinkludu li:

- Ikun responsabbli għall-amministrazzjoni, koordinazzjoni u support għall-provvista tal-kors tat-Tagħlim Tul il-Hajja;
- Jorganizza, jikkoordina u jimmaniġġja attivitajiet, laqgħat mat-tim u avvenimenti relatati mat-Tagħlim Tul il-Hajja, inkluż agendas, inviti tal-kalendarji, jieħu minuti u jagħmel follow-ups;
- Jimmaniġġja u jassisti f' market research u public procurement għall-attivitajiet kollha tat-Tagħlim Tul il-Hajja;
- Jiżgura hidma tajba fl-amministrazzjoni u l-uffiċju tal-customer care u programmi ta' taħriġ billi jissupportja, jharreg, isegwi u jmexxi tim ta' uffiċjali ta' amministrazzjoni u customer care;
- Jimmaniġġja staff amministrattiv skont politiki u linji gwida tas-Servizz Pubbliku, Ministerjali u tad-Direttorat biex joffri servizz ta' kwalità lill-pubbliku ġenerali;
- Ikun responsabbli għar-reġistrazzjoni tal-applikanti, issettjar ta' timetables, ġbir u pubblikazzjoni tarriżultati tal-istudenti u aġġornament ta' sistemi bħall-MySchool;
- Jagħgħorna il-website tat-Tagħlim Tul il-Hajja, midja soċjali, handbooks ta' informazzjoni u dokumenti;
- Jimmaniġġja rekords tat-taħriġ (eż. Lista tal-ghalliema u edukaturi, skedi, listi ta' attendenza) u jzomm sistema ta' filing organizzata;
- Jassisti f' attivitajiet tat-taħriġ u materjal bħal noti ta' istruzzjonijiet u formoli ta' feedback;
- Jigbor u jikkompila data u feedback fuq l-istudenti kif meħtieġ u jikkomunika suggerimenti u riżultati għat-titjib tas-servizz u programmi;
- Jiżgura li standards ta' kwalità għolja huma miżmuma għall-proviżjoni ta' korsijiet tat-Tagħlim Tul il-Hajja filwaqt li jaħdem biex ikun hemm eċċellenza u sodisfazzjon tal-klijenti;
- Jissupportja id-disinn, parteċipazzjoni u implimentazzjoni fi proġetti tal-Unjoni Ewropea dwar tagħlim għall-adulti, jassisti fil-fora nazzjonali u tal-Unjoni Ewropea fit-tagħlim għall-adulti u jippromwovi l-Istrateġija Nazzjonali tat-Tagħlim Tul il-Hajja;
- Jissupportja u jassisti fl-implimentazzjoni tal-Istrateġija Nazzjonali tat-Tagħlim Tul il-Hajja u jsaħħaħ lethos tad-direttorat fl-operazzjonijiet kollha, billi jzomm u jiżgura ambjent tax-xogħol pożittiv, jippromwovi inizjattivi u kreattività u jiżgura kwalità għolja fis-servizzi provduti;
- Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- Kwalunkwe dmir ieħor hekk kif ordnat 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 Directorate for Lifelong Learning and Employability (DLE) include:

- i. Be responsible for the administration, coordination and support of the Lifelong Learning Course provision;
- ii. Organise, coordinate and manage activities, team meetings and events related to Lifelong Learning, including agendas, calendar invites, minutes taking and follow-ups;
- iii. Manage and assist in market research and public procurement for all Lifelong Learning activities;
- iv. Ensure the smooth running of the administration and customer care office and training programs by supporting, training, mentoring and leading a team of administration and customer care officers;
- v. Manage the administrative staff in line with the Public Service's, Ministerial and Directorate's policy and guidelines to offer quality service to the general public;
- vi. Be responsible for registration of applicants, setting of timetables, collating of and issuing of student results and keeping all systems such as MySchool up to date;
- vii. Update Lifelong Learning website, social media, information handbooks and documents;
- viii. Manage training records (e.g. lists of learners and educators, schedules, attendance sheets) and ensure that an organised filing system is being kept;
- ix. Assist in training activities and material, such as instructional notes and feedback forms;
- x. Collect and compile data and student feedback as required and communicate outcomes and suggestions for improvement in service and programs;
- xi. Ensures that high quality standards are maintained for the provision of Lifelong Learning courses, striving towards excellence and high client satisfaction;
- xii. Support the design, participation and implementation of European Union projects in adult learning, assist in national and European Union adult learning fora and strive to promote the National Lifelong Learning Strategy;
- xiii. Support and assist in the implementation of the National Lifelong Strategy and strengthen the ethos of the directorate in all its operations, by maintaining and ensuring a healthy working environment, promoting initiative and creativity and ensuring timeliness and high quality in the services provided;
- xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xvi. Any other duties as directed by the Principal Permanent Secretary.