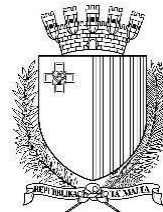


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isports (MES)
L-impjieg	Manager II



MINISTERU GHALL-EDUKAZZJONI, UL-ISPORTS
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

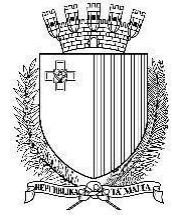
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II fi hdan id-Direttorat għal-Lifelong Learning and Employability jinkludu:

- i. Ikun champion tat-tagħlim għall-adulti u tat-trawwim ta' kultura tul il-ħajja f' Malta u Għawdex billi jorganizza, jipparteċipa f' attivitajiet ta' outreach u jappoġġja l-progressjoni ta' studenti individwali li jappoġġjaw u jimmotivaw lill-adulti biex ikomplu jitgħallmu;
- ii. Jiżgura l-provvediment ta' ambjent ta' tagħlim inkluziv, jiżgura aċċess ugwali għall-persuni kollha firrigward tad-diversita;
- iii. Jiżviluppa programmi ta' tagħlim għall-adulti u jissorvelja t-tagħlim, it-tagħlim u l-assessjar li jkunu qed jitwasslu fiċ-Ċentru u l-allinjament tiegħu mal-MFHEA, id-DLE u rekwiżiti oħra;
- iv. Jipparteċipa fl-ippjanar strateġiku, konsultazzjoni u żvilupp tal-politika fis-settur tal-edukazzjoni għall-adulti u l-iżvilupp komunitarju;
- v. Jassigura l-ordni u d-dixxiplina u jippromwovi relazzjoni b' saħħitha bejn l-istaff u l-komunita' tattagħlim;
- vi. Joffri support professjonali u possibiltajiet għal żvilupp professjonali kontinwu lill-edukaturi u staff anċillari li jaħdmu fiċ-Ċentru;
- vii. Jissorvelja l-indafa taċ-Ċentru u jara li l-binja, il-faċilitajiet u t-tagħmir taċ-ċentru jiġu ssorveljati kif suppost;
- viii. Jassisti fit-thejjija tal-baġit kapitali u rikorrenti taċ-Ċentru fil-parametri u l-prijoritajiet stabbiliti mid-DLE;
- ix. Jimmaniġġja u jikkontrolla fondi, inventarju, riżorsi u amenitajiet skont ir-regolamenti stabbiliti tal-Gvern u jżzomm rekords adegwati;
- x. Iwettaq dmirijiet konnessi mal-Kunsill taċ-Ċentru skont ir-regoli u r-regolamenti tal-Kunsilli tal-iskola;
- xi. Jistabbilixxi rabtiet ma' partijiet interessati barra miċ-Ċentru u ma' komunitajiet differenti biex iċ-Ċentru jkun jista' joffri esperjenza ta' tagħlim rilevanti u diversifikat għall-istudenti u esperjenzi professjonali għall-persunal;
- xii. Jattendi laqgħat jew attivitajiet oħra, meta meħtieġ, f' Malta u barra minn Malta li huma pertinenti biex jintlaħqu l-għanijiet taċ-Ċentru;
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiv. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sports
Job title	Manager II



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

Duties and responsibilities

The duties of a Manager II within the Directorate for Lifelong Learning and Employability include:

- i. Being a champion of adult learning and of fostering a lifelong and life-wide culture in Malta and Gozo by organising, participating in outreach activities and supporting the progression of individual learners supporting and motivating adults to continue learning;
- ii. Ensuring the provision of an inclusive learning environment, ensuring equitable access to all persons in respect of diversity;
- iii. Developing learning programmes for adults and overseeing the teaching, learning and assessment being delivered within the Centre and its alignment with MFHEA, DLE and other requirements;
- iv. Participating in strategic planning, consultation and policy development in the sector of adult education and community development;
- v. Ensuring order and discipline and promoting a healthy relationship between the staff and the learning community;
- vi. Offering professional support and possibilities for continuous professional development to educators and ancillary staff working within the Centre;
- vii. Monitoring the Centre's cleanliness and seeing to the proper maintenance and servicing of the centre's building, facilities and equipment;
- viii. Preparing the Centre's capital and recurrent budget within the parameters and priorities set by the DLE;
- ix. Managing and controlling funds, inventory, resources and amenities according to established Government regulations and keeping adequate records;
- x. Performing duties connected with the Centre Council in accordance with the rules and regulations of School Councils;
- xi. Establishing links with stakeholders outside the Centre and with different communities to enable the Centre to offer a relevant and diversified learning experience for learners and professionally enriching experiences for the staff;
- xii. Attending meetings or other activities, when required, in Malta and abroad that are pertinent to reaching the aims and goals of the Centre;
- xiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Any other duties as directed by the Principal Permanent Secretary