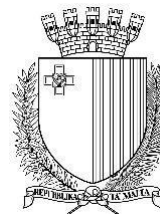


Annex A

Ministeru	<i>Ministeru għall-Edukazzjoni u l-Isport</i>
L-impjeg	<i>Manager II</i>



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

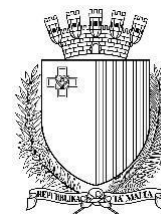
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Manager II fi ħdan il-Programme Implementation Unit jinkludu li:

- i. Jagħmel monitoraġġ, jevalwa u jsegwi l-implimentazzjoni effettiva ta' proġetti/inizjattivi identifikati inkluż l-analiżi tad-dokumentazzjoni li toriġina minn istituzzjonijiet internazzjonali relatati mal-portafoll skont pjanijiet ta' azzjoni stabbiliti;
- ii. Jwassal l-implimentazzjoni ta' proġetti/inizjattivi mehuda mill-Programme Implementation Unit kif assesnjati mid-Direttur għall-Programme Implementation Unit jew mid-Direttur Ġenerali għall-Istrateġija Edukattiva u l-Ħarsien tal- Kwalità, kif ikun meħtieġ;
- iii. Jippjana biex jissorvelja r-riżorsi meħtieġa għall-implimentazzjoni effettiva ta' proġetti/inizjattivi mehuda mill-Programme Implementation Unit, kif jista' jkun meħtieġ;
- iv. Jattendi u jikkordina laqgħat ta' progress mad-Direttur għall-Programme Implementation Unit u/jew id-delegati biex jiżgura li l-pjanijiet tax-xogħol u l-iskedi huma mħarsa;
- v. Iżżomm id- Direttur għall-Programme Implementation Unit aġġornat dwar żviluppi li jkunu għaddejjin fir-rigward tal-aspett tal-implimentazzjoni tal-proġetti/inizjattivi msemmija;
- vi. Jassisti fil-kordinament ta' kompiti fost l-istaff fi ħdan il-Programme Implementation Unit, inkluż kontribuzzjoni f'ministeri oħra jew għal kwalunkwe talba oħra adhoc kif ordnat mid-Direttur għall-Programme Implementation Unit;
- vii. Jagħmel monitoraġġ tax-xogħlijiet assenjati biex jiġi żgurat li l-ħidmiet mitluba jitwettqu skont l-istandards meħtieġa u jitlestew fiż-żmien miftiehem;
- viii. Jipprepara u jfassal d-dokumenti kollha meħtieġa sabiex jaqdi d-dmirijiet tiegħu inkluż użda mhux limitat ma' dokumenti neċessarji għall-ġestjoni tal-proġetti;
- ix. Iżomm database kif meħtieġ għaž-żamma tad-data fir-rigward tal-proġetti u l-immamigġjar finanzjarju tagħhom;
- x. Jwettaq dmirijiet oħra kif jidhrilha li hu xieraq mis-Segretarju Permanenti MES, Direttur għall-Programme Implementation Unit u/jew id-Direttur Ġenerali għall-Istrateġija Edukattiva u l-Ħarsien tal- Kwalità;
- xi. Jakkumpanja u jirrapreżenta (jekk meħtieġ u xieraq) lid-Direttur għall-Programme Implementation Unit u s-Segretarju Permanenti MES f' laqgħat lokament u barra kif xieraq;
- xii. Jissorvelja programmi u inizjattivi fi ħdan id-Direttorati u l-Entitajiet tal-Ministeru sabiex tiżgura li l-miri ta' Malta kemm fuq livell ta' l-UE kif ukoll fuq dak internazzjonali kif ukoll dawk tal-Programm Nazzjonali ta' Riforma jintlaħqu b'mod adegwat;
- xiii. Jaħdem u jsegwi kwalunkwe kompitu li jkun meħtieġ biex twassal l-aġenda tas-Segretarju Permanenti;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Education and Sport</i>
Job title	<i>Manager II</i>



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

Duties and responsibilities

The duties of a Manager II within the Programme Implementation Unit include:

- i. Monitors, evaluates and follow up on the effective implementation of identified projects/initiatives including analyses of documentation originating from international institutions related to Ministry's portfolio in accordance with set action plans;
- ii. Leads the implementation of projects/initiatives undertaken by the Programme Implementation Unit as assigned by the Director Programme Implementation Unit or Director General Education Strategy and Quality Assurance as may be required;
- iii. Plans to oversee resources required for the effective implementation of projects/initiatives undertaken by the Programme Implementation Unit, as may be required;
- iv. Attends and coordinates progress meetings with the Director Programme Implementation Unit and/or her/his delegate to ensure that work plans and schedules are adhered to;
- v. Keeps the Director Programme Implementation Unit abreast of ongoing developments with regards to the implementation aspect of the said projects/initiatives;
- vi. Assists in the coordination of tasks amongst staff within the Programme Implementation Unit including input to other Ministries or any other ad hoc requests as directed by the Director Programme Implementation Unit;
- vii. Monitors the assigned works to ensure that the requested tasks are carried out to the required standards and completed within the agreed time frames;
- viii. Compiles and drafts all documents as necessary for the correct execution of tasks including but not limited to documents necessary for project implementation;
- ix. Maintains a database as required with a view of storing data in relation to projects and their financial management
- x. Performs other duties as may deemed appropriate by the Permanent Secretary MES, Director Programme Implementation Unit and/or Director General Education Strategy & Quality Assurance Department;
- xi. Accompanies and represents (if necessary and appropriate) the Director Programme Implementation Unit and the Permanent Secretary MES in meetings locally and abroad as appropriate;
- xii. Monitors programmes and initiatives within the Directorates and Entities of the Ministry in order to ensure that Malta's targets both on an EU and international level as well as those of the National Reform Programme are adequately met;
- xiii. Work and follow- up on any tasks that are required to deliver the Permanent Secretary's agenda;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.