

Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjeg	Manager II



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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II fi hdan id-Dipartiment għall-Istrateġija Edukattiva u l-Harsien tal-Kwalita' jinkludu:

- Jagħti pariri u jappoġġja l-manigment fir-regolamentazzjoni, il-verifika, ir-riċerka u r-rappurtar dwar is-sistema tal-edukazzjoni pre-obbligatorja u obbligatorja;
- Jagħti pariri u jappoġġja l-ġestjoni tal-proċeduri ta' monitoraġġ li jiżguraw il-konformità u l-implimentazzjoni tad-dispożizzjonijiet tal-liġijiet u r-regolamenti li jittrattaw kwistjonijiet relatati mal-edukazzjoni;
- Jikkontribwixxi għall-implimentazzjoni tal-proċessi ta' konformità, inkluż l-approvazzjoni ta' verifiki fuq il-post u kontrolli fuq il-post u kwalunkwe segwitu meħtieġ;
- Jipproċessa applikazzjonijiet għall-ħruġ ta' licenzja għall-ftuħ ta' childcare centre u, jew skola;
- Jikkontribwixxi biex jiġi żgurat li l-kundizzjonijiet minimi nazzjonali għall-iskejjel kollha jkunu mharsa dejjem;
- Jipproċessa applikazzjonijiet minn ġenituri li jixtiequ jipprovdu edukazzjoni fid-dar lil uliedhom minn għalliem b' warrant minflok edukazzjoni pprovduta minn skola;
- Jikkontribwixxi għar-responsabbiltà tad-dipartiment li jirregola, kif jidhirlu xieraq, l-użu ta' faċilitajiet sportivi, laboratorji, workshops u faċilitajiet oħra anċillari ta' kumplessi skolastiċi u kulleggi kif jistgħu jiġu offriti lill-istudenti skolastiċi fid-dar;
- Jikkontribwixxi lejn il-kompilazzjoni ta' diversi pubblikazzjonijiet u rapporti, li jistgħu joħorġu minn rekwiżiti interni, nazzjonali jew internazzjonali;
- Jirrappreżenta d-dipartiment jew il-ministeru meta u kif delegat;
- Jikkontribwixxi lejn il-formulazzjoni u l-aġġornament tal-politiki, il-proċessi u l-proċeduri kif meħtieġ;
- Iżomm ruħu aġġornat mal-leġiżlazzjoni rilevanti u l-politiki tal-gvern kif ukoll mat-taħriġ rilevanti kif ordnat;
- Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



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

Ministry	Ministry for Education and Sport
Job title	Manager II

Duties and responsibilities

The duties of a Manager II within the Education Strategy and Quality Assurance Department include:

- i. Advises and supports management in the regulation, verification, research and reporting on pre-compulsory and compulsory education system;
- ii. Advises and supports the management of the monitoring procedures which ensure compliance and implementation of the provisions of laws and regulations dealing with matters relating to education;
- iii. Contributes towards the implementation of compliance processes, including the approval of field audits and spot checks and any follow up required;
- iv. Processes applications for the issuing of a licence for the opening of childcare centre and, or a school;
- v. Contributes towards ensuring that the national minimum conditions for all schools are being constantly adhered to;
- vi. Processes applications from parents who wish to provide home education to their children by a duly warranted teacher in lieu of education provided by a school;
- vii. Contributes towards the department's responsibility to regulate, as it deems appropriate, the use of sports facilities, laboratories, workshops and other ancillary facilities of school complexes and colleges as may be offered to home schooled students;
- viii. Contributes towards the compiling of various publications and reports, which may stem from internal, national or international requirements;
- ix. Represents the department or ministry when and as delegated;
- x. Contributes towards the formulating and updating of policies, processes and procedures as required;
- xi. Keeps abreast with relevant legislation and government policies and with relevant training as directed;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.