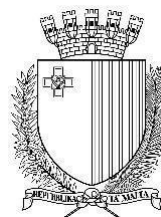


Anness A

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



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

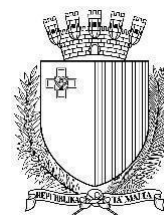
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Senior Manager fi hdan il-Unit tal-Implimentazzjoni tal-Programmi fil-Ministeru għall-Edukazzjoni u l-Isport, li jinkludu:

- i. Jagħmel monitoraġġ, evalwazzjoni u rappurtar inkluż iżda mhux limitat għal miżuri baġitarji, proġetti u inizjattivi oħra;
- ii. Jippromwovi l-partecipazzjoni ta' dipartimenti u entitajiet tal-Ministeru, fi programmi u inizjattivi ffinanzjati mill-UE u biex jinkisbu opportunitajiet għal finanzjament mill-UE;
- iii. Jipprovdi assistenza biex jiffaċilita s-sottomissjoni ta' proposti ta' proġetti għal finanzjament mill-UE u biex jimmanigġja l-implimentazzjoni ta' proġetti kofinanzjati fil-ħin u jipprovdi gwida lid-direttorati, dipartimenti u entitajiet rigward l-aħjar utilizzazzjoni possibbli ta' dawn il-fondi;
- iv. Jissorvelja l-eligibilità tat-talbiet kollha għall-ħlas u jivverifika l-ħruġ ta' fondi fir-rigward ta' proġetti kofinanzjati mill-UE li jaqgħu taħt il-kompetenza tal-Ministeru;
- v. Jipproċessa pagamenti inkluż pagamenti relatati ma' proġetti ffinanzjati mill-UE u jiżgura li tittiehed azzjoni xierqa skont il-linji gwida rilevanti;
- vi. Johloq pjanijiet tan-negozju u finanzjarji kif meħtieġ;
- vii. Jikkoordina mal-partijiet interessati rilevanti bil-għan li jiżgura l-implimentazzjoni f'waqtha tal-inizjattivi;
- viii. Jirrevedi dokumentazzjonijiet/rapporti relatati mal-portafoll tal-Ministeru, inklużi dawk mill-istituzzjonijiet tal-UE, u jipprovdi feedback rilevanti biex jiżgura li tittiehed azzjoni xierqa kif meħtieġ;
- ix. Ikun responsabbli għat-twaqqif ta' mekkaniżmi xierqa għall-ġbir u l-verifika tad-data;
- x. Ikun responsabbli li jfassal memos, rapporti u briefs tal-uffiċċju eċċ. dwar kwistjonijiet relatati mal-portafoll tal-Ministeru, minn perspettiva lokali kif ukoll internazzjonali kif meħtieġ;
- xi. Jattendi u jirrappreżenta lill-Ministeru f' fora nazzjonali, tal-UE u internazzjonali kif meħtieġ;
- xii. Jassisti fir-relazzjonijiet pubbliċi u attivitajiet ta' outreach kif xieraq;
- xiii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe kompit u ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

.Annex A

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



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

Duties and responsibilities

The duties of a Senior Manager within Programme Implementation Unit in the Ministry for Education and Sport, include:

- i. Monitoring, evaluation and reporting function including but not limited to budgetary measures, projects and other initiatives;
- ii. Promote the participation of line departments and Ministry's entities, in EU funded programmes and initiatives and to source opportunities for EU funding;
- iii. Providing assistance to facilitate the submission of project proposals for EU Funding and to manage the implementation of co-funded projects in a timely manner and provide guidance to directorates, departments and entities regarding the best possible utilisation of these funds;
- iv. Monitor the eligibility of all payment claims and check the disbursement of funds with regards to EU co-financed projects falling within the remit of the Ministry;
- v. Processing of payments including payments related to EU funded projects and ensure appropriate action is undertaken in line with the relevant guidelines;
- vi. Formulation of business & financial plans as necessary;
- vii. Coordinates with relevant stakeholders with a view to ensure the timely implementation of initiatives;
- viii. Reviews documentations/reports relating to the Ministry's portfolio, including those from EU institutions, and provides relevant feedback to ensure appropriate action is undertaken as necessary;
- ix. Responsible for setting up appropriate data collection and verification mechanisms;
- x. Responsible to draw up memos, reports and office briefs etc. on matters related to the Ministry's portfolio, from a local as well as an international perspective as necessary;
- xi. Attend and represent the Ministry in national, EU and other international fora as required;
- xii. Assists in public relations and outreach activities as appropriate;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Any other duties as directed by the Principal Permanent Secretary.