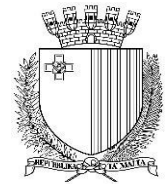


Ministeru	<i>Ministeru għall-Edukazzjoni u l-Isport</i>
L-impjeg	<i>Assistant Manager</i>



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

Dmirijiet u responsabbiltajiet

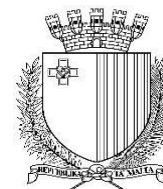
Id-dmirijiet ta' Assistant Manager fi hdan id-Direttorat għall-Affarijiet tal-UE, Relazzjonijiet Internazzjonali u Żvilupp ta' Politika jinkludu:

- i. Jipprovdi appoġġ u assistenza lid-Direttur fuq il-kwistjonijiet u l-inizjattivi kollha li huma rilevanti għad-Direttorat;
- ii. Jżomm ruħhu aġġornat mal-aħħar żviluppi permezz ta' riċerka fi hdan l-UE u fora internazzjonali rilevanti oħra kif meħtieġ, filwaqt li jiżgura li d-Direttur rispettiv jew Uffiċċju kkonċernat jiżamm aġġornat b'riċerka aġġornata;
- iii. Jassisti fil-konsultazzjoni ma' entitajiet interni u esterni fit-tfassil ta' Noti ta' Informazzjoni kif ukoll Noti ta' Istruzzjonijiet u Diskorsi għall-Gruppi ta' Hidma tal-Kunsill, COREPER, Laqgħat tal-Kumitati, Gruppi ta' Hidma tal-Kummissjoni jew kwalunkwe fora oħra tal-UE jew fora internazzjonali li jkunu relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni;
- iv. Jassisti fil-kumpilazzjoni ta' dossiers u struzzjonijiet meħtieġa għal-Kunsill u laqgħat Ministerjali oħra relatati mal-UE;
- v. Jikkoordina mal-EU Coordination Unit, ir-Rappreżentanza Permanenti ta' Malta għall-UE u l-Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ dwar kwistjonijiet relatati mal-pożizzjoni kif u meta meħtieġ;
- vi. Jassisti fir-riċerki regolari fuq suġġetti relatati kif meħtieġ, u jqassam tali riċerka jew kwalunkwe rapport u informazzjoni oħra lill-manigment fid-Dipartiment u kwalunkwe entità interna jew esterna relatati;
- vii. Jikkonsulta ma' entitajiet interni, entitajiet esterni u Ministeri sekondarji rilevanti, fit-thejjija ta' Memoranda ta' Spjegazzjoni u Memoranda Ristretta;
- viii. Jgħin fil-kompiti ta' kuljum, li jinkludu l-immanigġjar u t-tqassim ta' korrispondenza u talbiet għal informazzjoni, iż-żamma ta' rekords, kif ukoll id-dhul u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;
- ix. Jgħin fil-koordinazzjoni ta' laqgħat regolari ma' diversi direttorati, dipartimenti u entitajiet tal-Ministeru sabiex jiġi żgurat u rivedut il-progress fuq kwistjonijiet ta' implimentazzjoni relatati mal-portafoll tal-Ministeru
- x. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Fit-twettiq tal-kompiti elenkati hawn fuq, l-uffiċjal għandha taħdem b'mod diligenti u leali fl-aħjar interessi tal-Ministeru għall-Edukazzjoni u l-Isport.

Annex A

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



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

Duties and responsibilities

The duties of a Assistant Manager within the Directorate for EU Affairs, International Relations and Policy Development include:

- i. Providing support and assistance to the Director on all issues and initiatives that are relevant to the Directorate;
- ii. Keep up to date with the latest developments through research on EU and other relevant international fora as required, while ensuring that the respective Director or any other delegated Office is kept updated with the most up-to-date research.
- iii. Assist in the consultation process with internal and external entities and drawing up Briefing and Background Notes as well as Instruction Notes and Speaking notes for Council Working Parties, COREPER, Committee Meetings, Commission Working Groups or any other EU or international fora related to this position's area of responsibility;
- iv. Assist in the compilation of necessary dossiers and briefs for Council and other EU-related Ministerial meetings;
- v. Coordination with the EU Coordination Unit, the Permanent Representation of Malta to the EU and the Ministry for Foreign and European Affairs and Trade on issues related to the position as and when required;
- vi. Assist in conducting regular research on related topics as necessary and disseminating such research or any other reports and information to senior management within the Department and any relevant internal or external entities;
- vii. Consulting with internal entities, external entities and relevant secondary Ministries in the preparation of Explanatory Memoranda and Restricted Memoranda;
- viii. Assists in daily tasks, which include handling and distributing correspondence and requests for information, maintaining records, as well as inputting and updating information based on computer systems and databases;
- ix. Assisting in the coordination of regular meetings with various directorates, line departments and entities in order to ensure and review progress on implementation issues related to the Ministry's portfolio;
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xii. Any other duties as directed by the Principal Permanent Secretary.

In performing the above-listed tasks, the officer shall work diligently and loyally in the best interests of the Ministry for Education and Sport.