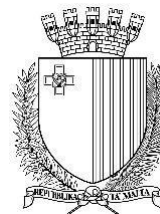


Annex A

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

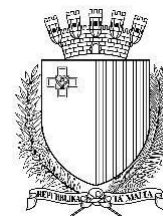
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Senior Manager jinkludu li:

- i. Jappoġġja lid-Direttur Ġenerali (Servizzi Edukattivi) u b'mod partikolari jassisti lid-Direttur (Riżorsi Edukattivi);
- ii. Jikkoordina l-proċess li jwassal għall-iżvilupp tal-pjanijiet tar-Riżorsi Umani fi ħdan l-istabbilimenti edukattivi;
- iii. Jikkoordina l-proċess li jwassal għas-sottomissjoni tal-pjanijiet ta' klassifikazzjoni annwali;
- iv. Jalloka persunal li jappartjeni kemm għal gradi edukattivi kif ukoll mhux edukattivi, fil-Primarja, Sekondarja Medja, Post-Sekondarji, Skejjel Vokazzjonali, Resource Centres u Learning Support Centres;
- v. Jiffaċilita l-provvediment ta' job shadowing/field placements lil min jipprovdi taħriġ inizzjali tal-għalliema;
- vi. Jwettaq kull verifika li tista' tkun meħtieġa għall-bżonnijiet kemm ta' gradi edukattivi kif ukoll mhux edukattivi fi ħdan l-iskejjel tal-knisja b'kollaborazzjoni mas-Segretarjat għall-Edukazzjoni Kattolika;
- vii. Jwettaq kwalunkwe verifika li tista' tkun meħtieġa għall-provvista ta' inkluzjoni fis-settur tal-iskejjel indipendenti;
- viii. Jappoġġja l-implimentazzjoni tal-Qafas għall-Istrateġija għall-Edukazzjoni u l-pjanijiet ta' żvilupp tal-iskejjel li jirriżultaw minn dan, billi jikkoordina l-proċess li jwassal għall-kumpilazzjoni ta' pjanijiet ta' capacity building/riżorsi umani;
- ix. Jikkoordina l-provvediment ta' mentoring għall-istaff kollha fi stabbilimenti edukattivi;
- x. Jikkoordina l-proċess meħtieġ għall-induction xierqa ta' staff ġdid;
- xi. Jwettaq dmirijiet manigerjali oħra relatati kif jista' jitqies xieraq biex jiżgura li l-iskejjel ikunu f'pożizzjoni li joffru l-aħjar servizz ta' kwalità possibbli;
- xii. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiv. 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 include:

- i. Supports the Director General (Educational Services) and in particular assists the Director (Education Resources);
- ii. Coordinates the process leading to the development of Human Resources plans within educational establishments;
- iii. Coordinates the process leading to the submission of the annual classification plans;
- iv. Allocates staff pertaining to both educational and non-educational grades, in Primary, Middle Secondary, Post-Secondary, Vocational Schools, Resource Centres and Learning Support Centres;
- v. Facilitates the provision of job shadowing/field placements to initial teacher training providers;
- vi. Carries out any verifications that may be required for the needs of both educational and non-educational grades within church schools in collaboration with the Secreteriat for Catholic Education;
- vii. Carries out any verifications that may be required for inclusion provision within the independent schools' sector;
- viii. Supports the implementation of the Framework for the Education Strategy and the resulting school development plans by coordinating the process leading to the compilation of capacity building/human resources plans;
- ix. Coordinates the mentoring provision of all staff in educational establishments;
- x. Coordinates the process required for the proper induction of newly recruited staff;
- xi. Performs other related managerial duties as may be deemed appropriate to ensure that schools are in a position to offer the best quality service possible;
- xii. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.