Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Projects Officer

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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Projects Officer għall-proġett tal-UE jinkludu li:

i. jassisti fit-tmexxija ta' implimentazzjoni effettiva ta' azzjonijiet ta' proġetti b'rabta ma' proġetti ta' UE;

ii. jassisti fl-iżvilupp ta' pjanijiet ta' xogħol, inkluż l-iffissar ta' kompiti, l-iskadenzi u l-monitoraġġ tal-progress tal-Proġett;

iii. jassisti fit-tħejjija tal-progress u kwalunkwe rapport ieħor relatat mal-Proġett kif meħtieġ, u ttella' informazzjoni fuq il-websajts u l-pjattaformi tal-Proġett;

iv. jassisti fit-tmexxija tal-informazzjoni relattiva kollha dwar l-implimentazzjoni tal-proġetti tal-UE u jiżgura li l-azzjoni kollha meħtieġa titwieħed fil-ħin;

v. jattendi u jipparteċipa f'laqgħat f'isem l-amministrazzjoni tal-proġetti li jaqgħu taħt ir-responsabilita tal-Ministeru lokalment u barra kif xieraq;

vi. jirrekordja l-attivitajiet pertinenti kollha, inkluż il-ġabra ta' rekords adegwati li għandhom iservu ta' bażi għal ġestjoni finanzjarja tajba;

vii. taħt id-direzzjoni tal-Maniġer tal-Proġett, jorganizza u jipparteċipa fil-laqgħat rilevanti kull meta applikabbli u meħtieġ;

viii. jassisti fil-kumpilazzjoni tat-talba għall-kwotazzjonijiet, id-dokumenti tat-tenders u l-proċessi talgħażla u kwalunkwe dmir ieħor relatat;

ix. jikkoordina mal-partijiet interessati, dipartimenti u sezzjonijiet rilevanti għat-tmexxija tajba talattivitajiet tal-Proġett;

x. jżomm id-dokumentazzjoni kollha meħtieġa għall-Proġett kif ukoll ittella' d-dokumentazzjoni meħtieġa u jiżgura l-manutenzjoni tal-Fajls tal-Proġett bl-aħjar mod;

xi. jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xii. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

xiii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Projects Officer

MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of Projects Officer for the EU project include:

i. assist in the managing of effective implementation of project actions in relation to EU projects;

ii. assist in the development of work plans, including setting tasks, deadlines and monitoring progress of the Project;

iii. assist in the preparation of progress and any other Project related reports as required, and uploading of information on the Project websites and platforms;

iv. assist in the management of all the relative information on implementation of the EU projects and assurance that all action required is taken in a timely manner;

v. attends and participates in meetings on behalf of management about projects that fall within the remit of the Ministry locally and abroad as appropriate;

vi. recording of all pertinent activities, including compiling adequate records which should serve as a basis for sound financial management;

vii. under the direction of the Project Manager, organise and participate in the relevant meetings whenever applicable and required;

viii. assisting in the compilation of request for quotations, tender documents and selection processes and any other related duties;

ix. liaising with the relevant stakeholders, departments and sections for the smooth running of the Project activities;

x. maintaining all the necessary documentation for the Project as well as uploading the necessary documentation and ensuring an optimal upkeep of Project Files;

xi. undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xii. undertake 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.