Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjieg	Assistant Manager

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

Dmirijiet u responsabbiltajiet

i Iwieġeb u jsegwi mistoqsijiet mill-pubbliku ġenerali, edukaturi u studenti fir-rigward tal-provvista tal-kors tat-Tagħlim għall-Adulti;

ii Jassisti fil-kumpilazzjoni tal-iskedi, il-prospett u materjal ieħor ta' tagħlim/amministrazzjoni, inkluż ċertifikati u ittri ta' attendenza, relatati mal-provvediment tal-kors tat-Tagħlim għall-Adulti;

iii Iżomm kuntatt, joħroġ komunikazzjonijiet u jqassam informazzjoni mid-Direttorat lill-istaff, edukaturi u studenti;

iv Ikollu għarfien sod u jħaddem is-sistema backend tal-IT għall-provvista tal-kors fit-Tagħlim għall-Adulti;

v Jattendi laqgħat, jagħmel abbozz tal-aġenda u jieħu minuti relatati mal-amministrazzjoni tal-provvediment tal-kors tat-Tagħlim għall-Adulti;

vi Jassisti lid-Dipartiment tas-Salarji fil-ġbir, ħdim u l-aplowdjar tal-pagi ta' edukaturi u koordinaturi part-time;

vii Jassisti lid-Direttur, l-Assistent Direttur, is-Senior Manager/s tad-Direttorat għat-Tagħlim Tul il-Ħajja u l-Impjegabilità u l-Amministratur taċ-Ċentru ta' Matul il-Ħajja fi kwistjonijiet amministrattivi oħra li jistgħu jinqalgħu matul is-sena, inkluż l-organizzazzjoni ta' sessjonijiet ta' Żvilupp Professjonali għall-Edukaturi tal-Adulti, sessjonijiet ta' induction, tnedija ta' korsijiet u ġimgħa ta' tagħlim;

viii Jattendi dmirijiet oħra li jistgħu jiġu assenjati mid-Direttur għat-Tagħlim Tul il-Ħajja u Impjegabbiltà;

ix Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

x Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xi Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport
Job title	Assistant Manager

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

Duties and responsibilities

i Answers and follows up queries from the general public, educators and students with regards to the Adult Learning course provision;

ii Assists with the compilation of timetables, the prospectus and other learning/administrative materials, including certificates and letters of attendance, related to the Adult Learning course provision;

iii Maintains contact, issue communications and distribute information from the Directorate to staff, educators and learners;

iv Have a sound knowledge and operate the IT backend system for the course provision in Adult Learning;

v Attends meetings, draft agenda and take minutes related to the administration of the Adult Learning course provision;

vi Assists the Salaries Department with collecting, computing and uploading wage returns of part-time educators and coordinators;

vii Assists the Director, Assistant Director, Senior Manager/s of the Directorate for Lifelong Learning and Employability and the Lifelong Center Administrator in any other administrative matters that may arise during the year, including the organisation of Professional Development sessions for Adult Educators, induction sessions, course launches and teaching week;

viii Attends to other duties that may be assigned by the Director for Lifelong Learning and Employability;

ix Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

x Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xi Any other duties as directed by the Principal Permanent Secretary.