Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Manager I

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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' persuna fil-ħatra ta' Manager I fid-Direttorat għas-Snin Bikrin, Lingwi u Studji Umanistiċi jinkludu li:

i. jiġbor data mill-iskejjel dwar in-numru ta' kotba/kontenut diġitali li huwa meħtieġ għal kull suġġett, għal kull sena skolastika;

ii. jassisti fit-tmexxija ġenerali u l-eżekuzzjoni ta' proġetti li jsiru mid-Dipartiment rispettiv;

iii. jkun effiċjenti fl-eżekuzzjoni b'suċċess tal-proġetti delegati kollha għall-istandards ta' kwalità meħtieġa;

iv. kapaċi jidentifika fuq bażi kontinwa, kwalunkwe kwistjoni li jistħoqqilha l-attenzjoni tas-superjur dirett tiegħu/tagħha u/jew tas-Segretarju Permanenti;

v. jiżgura komunikazzjoni effiċjenti mal-partijiet interessati rilevanti kollha u mal-mexxejja tal-proġetti u jkun kapaċi jikkoordina u jipparteċipa f'laqgħat regolari kif u meta meħtieġ;

vi. jżur is-siti tal-proġetti biex jevalwa l-progress u biex jiċċara kwalunkwe tħassib li jista' jinqala';

vii. taħt id-direzzjoni tas-superjur tiegħu/tagħha, jassisti fil-kumpilazzjoni ta' rapporti ta' kull xahar relatati mal-implimentazzjoni ta' proġetti u jiżgura li l-implimentazzjoni tagħhom tkun skont skedi stabbiliti, u jassisti lis-Senior Manager rispettiv fil-koordinazzjoni tat-tfassil tar-rapporti li jaqgħu taħt il-mandat tad-Dipartiment/Ministeru;

viii. jassisti fil-produzzjoni, l-evalwazzjoni u t-tixrid tar-rapporti tal-proġetti, kif meħtieġ, u jieħu ħsieb l-organizzazzjoni tal-preżentata u ż-żamma tad-dokumentazzjoni dwar il-proġetti kollha li jkunu għaddejjin;

ix. jattendi u/jew jirrappreżenta lid-Dipartiment f'konferenzi, laqgħat, seminars, kumitati u pjattaformi ta' diskussjoni b'rabta ma' proġetti;

x. jkun involut f'ħidma tad-Dipartiment jew xi Uffiċċju delegat ieħor, u li jkollu rwol attiv bħala membru tat-tim filwaqt li jżomm librerija u katalgu aġġornati ta' proġetti importanti relatati mad-Dipartiment;

xi. kapaċi jirreġistra l-kwistjonijiet kollha relatati mad-dokumentazzjoni ta' kotba tat-test/kontenut diġitali bl-użu ta' Excel fi żmien 10 ġimgħat;

xii. jaċċetta l-opportunitajiet kollha ta' taħriġ relatati maż-żamma ta' rekords tal-baġits;

xiii. jieħu kull xogħol ieħor, li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;

xiv. jwettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

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

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

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Manager I

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

Duties and responsibilities

The duties of a Manager I in the Directorate for Early Years, Languages and Humanities include:

i. collects data from schools about the number of textbooks/ digital content that is required per subject, per scholastic year;

ii. assisting the overall management and execution of projects undertaken by the respective Department;

iii. efficient in the successful execution of all delegated projects to required quality standards;

iv. able to identify on an ongoing basis, any issues which merit the attention of his/her direct superior and/or the Permanent Secretary;

v. ensuring efficient communication with all relevant stakeholders and with project leaders and is able to coordinate and participate in regular meetings as and when required;

vi. visiting project sites to evaluate progress and to clarify any concerns that may arise;

vii. under the direction of his/her superior, assisting in the compilation of monthly reports related to the implementation of projects and ensure that their implementation are according to set schedules, and assisting the respective Senior Manager in coordinating the drawing up of reports falling within the remit of the Department/Ministry;

viii. assisting in the production, evaluation and dissemination of project reports, as necessary, and undertakes the organisation of filing and maintaining documentation regarding all undergoing projects;

ix. attending and/or representing the Department in conferences, meetings, seminars, committees and discussion platforms in connection with projects;

x. being involved in work of the Department or any other delegated Office, and playing an active role as a team member while maintaining an up-to-date library and catalogue of important projects related to Department;

xi. able to record all matters related to documentation of textbooks/digital content using Excel in a matter of 10 weeks;

xii. accepts all training opportunities related to maintaining records of budgets;

xiii. undertakes any other tasks, which the superior may delegate to him/her, as may be required;

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

xv. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and

xvi. any other duties as directed by the Principal Permanent Secretary.