Anness A

Ministeru	*Ministeru għall-Edukazzjoni u l-Isport*
L-impjieg	*Manager II*

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

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II (Operations) fi ħdan id-Direttorat tal-Loġistika u Infrastruttura, fil-Ministeru għall-Edukazzjoni u l-Isport, li jinkludu:

i. Japplika diversi aspetti tal-leġiżlazzjoni dwar l- procurement, kif ukoll oqfsa legali oħra li jħallu impatt fuq l-procurement skont; il-leġiżlazzjoni nazzjonali u fil-livell tal-UE; u r-rekwiżiti tal-politika tal-procurement pubbliku;

ii. Jipprovdi riċerka u jiġbor kontribut għall-proċess tal-ippjanar tal-procurement skont l-objettiv organizzattiv u l-politiki relatati. Jipparteċipa fl-ippjanar għal management effiċjenti, effettiv u ekonomiku tar-riżorsi finanzjarji u umani (eż. team management) disponibbli;

iii. Jipprepara, jikkoordina, u jsegwi proċessi ta' procurement, inklużi tenders, framework agreements, kwotazzjonijiet, varjazzjonijiet, u Direct Orders;

iv. Sorveljanza ta'kuljum tal-iffajljar, l-ipproċessar, iċ-ċirkolazzjoni, u l-moviment ta' dokumentazzjoni relatata mal-procurement, filwaqt li jiġi żgurat li s-sottomissjonijiet jiġu rreġistrati, segwiti, u diretti kif xieraq lejn l-uffiċjali/taqsimiet xierqa;

v. Iżomm rekords preċiżi tan-nefqa skont il-Framework Agreement inkluż il-monitoraġġ tal-utilizzazzjoni u l-bilanċi disponibbli skont il-valuri kuntrattwali rispettivi;

vi. Monitoraġġ tal-kuntratti li jkunu għaddejjin, inkluż il-progress tax-xogħlijiet, l-obbligi kuntrattwali, il-garanziji tal-prestazzjoni, it-talbiet, u kwistjonijiet amministrattivi relatati;

vii. Jikkoordina u jsegwi kwistjonijiet relatati mal-kiri, inklużi proċeduri ta' procurement, evalwazzjonijiet, amministrazzjoni ta'kuntratti, u rekwiżiti operazzjonali;

viii. Jikkoordina materji ta' utilitajiet u infrastruttura li jinvolvu entitajiet bħall-ARMS, l-Enemalta, il-WSC u r-REWS;

ix. Jsegwi fuq proġetti fotovoltajċi (PV), elettriċi u oħrajn relatati mal-enerġija madwar il-bini tal-Ministeru;

x. Preparazzjoni, reviżjoni u żamma ta 'rekords xierqa ta' dokumentazzjoni teknika u amministrattiva, rapporti, korrispondenza, u sottomissjonijiet;

xi. Jikkoordina mad-Direttur, Chief Engineer, u uffiċjali rilevanti biex tiġi żgurata l-kontinwita'u l-implimentazzjoni f'waqtha ta'xogħlijiet u impenji li jkunu għaddejjin;

xii. Iżomm ruħu aġġornat dwar l-iżviluppi u jipprovdi deċiżjonijiet dwar l-procurement, kif ukoll pariri u soluzzjonijiet ċari, f'konformità ma': leġiżlazzjoni fil-livell nazzjonali u tal-UE, rekwiżiti tal-politika dwar l-procurement pubbliku, regoli, linji gwida, ċirkularijiet u l-materjal relatat mal- procurement tagħhom;

xiii. Jopera b'profiċjenza s-Sistema Elettronika tal-Public Procurement u jgħin biex jiżgura li l-utenti kollha jkollhom l-aċċess u t-taħriġ xieraq, u jaġixxi bħala aġent tal-management tal-bidla matul l-

implimentazzjoni ta' sistema, modules jew għodod ġodda adottati;

xiv. Imexxi l-proċess sħiħ tal-analiżi tal-ħtiġijiet, l-interpretazzjoni tad-data u r-relazzjonijiet mal-forniturи skont il-prinċipji tal-procurement pubbliku;

xv. Jimmaniġġja, iwettaq, janalizza, jinterpreta u jirrevedi l-analiżi tas-suq, jiżgura l-kompletezza tagħha u li l-istrateġiji tal-procurement ikunu mfassla biex jirriflettu l-kundizzjonijiet tas-suq, l-għanijiet ta'politika u l-opportunitajiet identifikati;

xvi. Jappoġġja l-implimentazzjoni tal-fażijiet kollha taċ-ċiklu tal-ħajja tal-procurement, filwaqt li jifhem kif kull wieħed jinteraġixxi mal-oħrajn;

xvii. Jappoġġa l-implimentazzjoni t'approċċi ta' procurement sostenibbli għall-kisba tal-objettivi ta' sostenibbiltà tal-organizzazzjoni (Green Public Procurement (GPP), Socially- Responsible Public Procurement (SRPP), kompetizzjoni ġenwina (ekwità aktar milli ugwaljanza) u parteċipazzjoni tal-SME;

xviii. Ifassal u jimla d-dokumentazzjoni tas-sejħa għall-offerti li tgħin timmassimizza l-valur għall-flus u tiżgura li l-metodoloġija korretta tiġi applikata għas-sejħiet għall-offerti tal-procurement pubbliku maħruġa skont ir-regolamenti, il-politiki, ir-regoli, il-kundizzjonijiet, il-linji gwida u l-mudelli rilevanti tal-UE u dawk nazzjonali;

xix. Jissorvelja, iwettaq u/jew jagħmel reviżjoni tax-xogħol tal-kumitati ta' evalwazzjoni, kif ukoll it-tħejjija tad-dokumentazzjoni rilevanti għall-valutazzjoni u l-evalwazzjoni tal-offerti u għall-proċessi ta' wara l-għoti tal-kuntratt, inkluża, iżda mhux limitata għal, dik meħtieġa mill-General/Departmental Contracts Committee, Tender Evaluation Committees, kif ukoll it-tfassil ta' ftehimiet kuntrattwali u addenda għalihom;

xx. Jivverifika, jabbozza u/jew jippubblika dokumentazzjoni relatata mal-procurement skont ir-regolamenti, il-politiki, ir-regoli, il-kundizzjonijiet, il-linji gwida u l-mudelli rilevanti tal-Unjoni Ewropea u dawk nazzjonali;

xxi. Imexxi u jikkontrolla l-funzjonijiet tat-twassil tal-kuntratt u tal-modifiki skont il-ħin tal-proġett, il-kwalita tal-ispiża, l-ambitu, il-benefiċċji u l-varjabbli tar-riskji;

xxii. Jikkomunika b'mod effettiv bil-fomm u bil-miktub kif meħtieġ u tkun kapaċi taħdem taħt pressjoni;

xxiii. Jagħmel użu mis-sistemi tat-Teknoloġija tal-informatika kif stabbiliti mid-Dipartiment;

xxiv. Jipparteċipa f 'kull sessjoni ta' taħriġ kif organizzat mill-Ministeru, l-Istitut tas-Servizz Pubbliku jew entitajiet oħra tas-Servizz Pubbliku kif dettat mill-esiġenzi tax-xogħol ta'żvilupp kontinwu tal-Ministeru;

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

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

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

.Annex A

Ministry	*Ministry for Education and Sport*
Job title	*Manager II*

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

Duties and responsibilities

The duties of a Manager II (Operations) within the Logistics and Inrastructure Directorate, in the Ministry for Education and Sport, include:

i. Applies diverse aspects of the procurement legislation, as well as other legal frameworks impacting procurement in line with; national and EU level legislation; and public procurement policy requirements;

ii. Provides research and gathers input for the procurement planning process in line with the organisational objective and related policies. Participates in the planning for efficient, effective and economical management of financial and human resources (e.g. team management) available;

iii. Prepares, coordinates, and follow-up of procurement processes, including tenders, framework agreements, quotations, variations, and Direct Orders;

iv. Daily oversight of the filing, processing, circulation, and movement of procurement-related documentation, ensuring that submissions are properly recorded, followed up, and directed to the appropriate officers/sections;

v. Maintains accurate records of expenditure under Framework Agreements, including monitoring utilisation and available balances against the respective contract values;

vi. Monitors ongoing contracts, including works progress, contractual obligations, performance guarantees, claims, and related administrative matters;

vii. Coordinates and follow-up of leasing-related matters, including procurement procedures, evaluations, contract administration, and operational requirements;

viii. Coordinates the utility and infrastructure matters involving entities such as ARMS, Enemalta, WSC and REWS;

ix. Follow-up on photovoltaic (PV), electrical and other energy-related projects across Ministry premises;

x. Prepares, review and proper record-keeping of technical and administrative documentation, reports, correspondence, and submissions;

xi. Coordinates with the Director, Chief Engineer, and relevant officers to ensure continuity and timely implementation of ongoing works and commitments;

xii. Keeps abreast of developments and provide procurement decisions and clear advice and solutions in line with: national and EU level legislation, public procurement policy requirements, rules, guidelines, circulars and their procurement related material;

xiii. Operates proficiently the electronic Public Procurement System and helps ensure that all users have the appropriate access and training and acts as a change management agent during the implementation of a newly adopted system/modules or tools;

xiv. Manages the full process of needs analysis, data interpretation and supplier relations in accordance with public procurement principles;

xv. Manages, conducts, analysis, interprets and reviews market analysis, ensuring its completeness and that procurement strategies are designed to reflect market conditions, policy goals and opportunities identified;

xvi. Supports the implementation of all phases of the procurement lifecycle, understanding how each interects with the others;

xvii. Supports the implementation of sustainable procurement approaches for achieving the organisations's sustainability objectives (Green Public Procurement (GPP), Socially-Responsible Public Procurement (SRPP), genuine competition (equity more than equality) and SME participation;

xviii. Designs and completes tender documentation that helps maximise value for money and ensure that the correct methodology is applied to the issued public procurement tenders in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;

xix. Oversees/conducts/reviews the work of evaluation committees, and the preparation of relevant documentation for the tender assessment, evaluation and post-award processes including but not limited to, those for/or by the General/Departmental Contracts Committee, Tender Evaluation Committees and the drafting of contract agreements and addenda;

xx. Vets, drafts and/or publishes procurement documentation in line with relevant EU and national regulations, policies, rules, conditions, guidelines and templates;

xxi. Leads and controls the contract delivery and modifications functions in line with project time, cost quality, scope, benefits and risks variables;

xxii. Communicating effectively orally and in writing as required and being able to work under pressure;

xxiii. Make use of the Information Technology systems as established by the Department;

xxiv. Participates in any training sessions as organised by the Ministry, Institute of Public Service or other Public Service entities as dictated by the Ministry's continuous development work exigencies;

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

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

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