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 fi ħdan id-Direttorat għas-Snin Bikrin, il-Lingwi u l-Istudji Umanistiċi jinkludu:

i. Kwalunkwe xogħol amministrattiv bħal immaniġjar ta' fajls, record keeping, iċċekkjar ta' minuti eċċ;

ii. Iċċekkjar ta' Wage Return forms u Internal Clearance forms;

iii. Responsabbli għal monitoraġġ, evalwazzjoni u kontroll xieraq tar-riżorsi finanzjarji tad-Direttorat;

iv. Jidraftja tenders u jiżgura li kull tender fih id-dokumentazzjoni kollha meħtieġa;

v. Jieħu ħsieb ir-requisition tal-kotba għall-iskejjel;

vi. Jamministra flimkien mas-Senior manager it-taħriġ u l-iżvilupp professjonali għall-għalliema;

vii. Jieħu ħsieb il-loġistika marbuta ma' taħriġ tal-għalliema waqt l-iżvilupp professjonali;

viii. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta'diversi pubblikazzjonijiet u rapporti;

ix. 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;

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

xi. Jieħu ħsieb Direct Orders;

xii. Jieħu ħsieb pagamenti ta' programmi kkoordinati mid-Direttorat;

xiii. Jamministra programmi fi ħdan id-Direttorat;

xiv. Jieħu ħsieb kuntratti ta' liċenzji użati fl-iskejjel;

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

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

xvii. 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 within the Directorate for Early Years, Languages and Humanities include:

i. Undertakes any administrative duties, such as file management, record keeping, checking of minutes, etc.;

ii. Checks Wage Return Forms and Internal Clearance Forms;

iii. Is responsible for the proper monitoring, evaluation and control of the Directorate's financial resources;

iv. Drafts tenders and ensures that each tender contains all the required documentation;

v. Manages the requisition of books for schools;

vi. Together with the Senior Manager, administers training and professional development for teachers;

vii. Manages the logistics related to teacher training during professional development activities;

viii. Contributes to and assists in the compilation of various publications and reports;

ix. Assists in the production, evaluation and dissemination of project reports, as required, and is responsible for organising the filing and maintenance of documentation relating to all ongoing projects;

x. Attends and/or represents the Department at conferences, meetings, seminars, committees and discussion platforms related to projects;

xi. Manages Direct Orders;

xii. Manages payments relating to programmes coordinated by the Directorate;

xiii. Administers programmes within the Directorate;

xiv. Manages contracts for licences used in schools;

xv. Undertakes any other duties that may be delegated by his/her superior, as may be required;

xvi. Performs any other duties that may be updated to meet the requirements of any other area, as confirmed by the Permanent Secretary;

xvii. Performs any other duties as directed by the Principal Permanent Secretary.