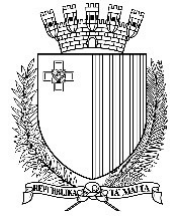


Anness A

Ministeru	<i>Servizz Pubbliku ta' Malta</i>
L-impjieg	<i>Uffiċjal Prinċipali</i>



MINISTERU GHALL-EDUKAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Responsabbiltajiet Ġenerali:

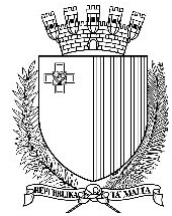
- i. Kommess lejn servizz ta' eċċellenza kontinwu, bbażat fuq il-qafas tal-erba' pilastru billi jagħti **vuċi** lill-klijenti kollha tagħha, **ifassal** politiki li jindirizzaw il-ħtiġijiet tagħhom u **jipprovdi** servizz ta' kwalità f'waqtu sostnut mir-**responsabbiltà**;
- ii. Marbut li jagħti servizz ta' eċċellenza lill-klijenti kollha imsawwar fuq l-impenn lejn l-istandards ta' kwalità, l-integrità, ir-rispett, il-lealtà, il-fiduċja, il-kwalità, l-imparzjalità u mingħajr diskriminazzjoni;
- iii. Jintrabat li jiżviluppa aktar fil-ħiliet u l-abbiltajiet għall-avvanz ta' karriera fis-Servizz Pubbliku;
- iv. Irid iżomm komunikazzjoni vertikali u orizzontali tajba billi jkun empatiku ma' membri oħra tat-tim;
- v. Jiżgura li l-oġġettivi, il-miri u l-għanijiet jintlaħqu fil-ħin, kif miftiehem qabel mas-superjuri diretti;
- vi. Irid iżomm ruħu aġġornat fuq l-aderenza meħtieġa ma' Direttiva 8, Direttiva 4, u regolamenti oħra tal-PSMC, kif mistenni minn Uffiċjal Pubbliku;
- vii. Marbut li jservi ta' mudell għall-oħrajn u lest li jagħmel sforz żejjed għall-ġid tas-Servizz Pubbliku;
- viii. Jimmira li jkun Uffiċjal Pubbliku eċċellenti b'kapaċità li jiffirma parti minn tim li jwettaq il-kompiti meħtieġa;
- ix. Jappoġġja l-bidliet li huma meħtieġa biex tinzamm tranżizzjoni bla xkiel fit-titjib kollu tas-sistemi li jeħtieġ li jiġu implimentati.

Responsabbiltajiet Oħra:

- i. jieħu ħsieb l-iżvilupp tar-riżorsi umani u revizzjoni tal-proċessi u l-proċeduri biex dawn jilħqu l-oġġla effiċjenza u produzzjoni;
- ii. ikun il-kap ta' sezzjoni f'dipartiment u jkun responsabbli mill-immaniġjar tas-sezzjoni, kif ukoll mill-implimentazzjoni tal-leġiżlazzjoni, direttivi u linji gwida relatati mar-responsabbiltajiet amministrattivi li għandhom x'jaqsmu mas-sezzjoni;
- iii. jiżviluppa l-pjanijiet tas-sezzjoni tal-futur immedjat, medju u mbiegħed, sabiex jintlaħqu l-miri u l-oġġettivi stabbiliti;
- iv. jagħmel ricerka b'konnessjoni mal-iżvilupp tal-politika tad-dipartiment u proċeduri relatati; ifassal policies; jassisti fl-iżvilupp, revizzjoni u implimentazzjoni ta' policies;
- v. jipprepara rapporti, analiżi ta' statistika, u proposti li għandhom x'jaqsmu ma' żvilupp ta' policy, programmi dipartmentali u ħtiġijiet amministrattivi;
- vi. jaqdi l-funzjoni ta' case officer;
- vii. jirrappreżenta lid-dipartiment kif meħtieġ f'kazijiet ta' qorti, kwistjonijiet tal-Unjoni Ewropea u internazzjonali, kif ukoll ta' istituzzjonijiet oħra;
- viii. iwettaq dmirijiet ta' funzjonijiet speċifiċi tad-dipartiment fejn jaħdem, u jkun il-punt ta' referenza għal materja relatata;
- ix. jikseb għarfien ta' regolamenti pertinenti bħalma huma dawk inkluzi fl-Att dwar l-Amministrazzjoni Pubblika (PAA) u d-Direttivi li joħorġu minn dan l-Att, u l-Kodiċi Maniġerjali għas-Servizz Pubbliku (PSMC);
- x. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xi. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Malta Public Service</i>
Job title	<i>Principal</i>



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

General Responsibilities:

- i. Is committed towards an ongoing **service of excellence** founded on the four-pillar framework by giving a **voice** to all its customers, **designing** policies that address their needs and **delivering** a timely quality service sustained by **accountability**;
- ii. Is bound to deliver a service of excellence to all customers forged on commitment to quality standards, integrity, respect, loyalty, trust, quality, impartiality and non-discrimination;
- iii. Is committed to develop further in the skills and abilities for the advancement of a career in the Public Service;
- iv. Is to maintain good vertical and horizontal communication using an empathic approach to deal with other team members;
- v. Is to ensure the timely delivery of objectives, targets and goals as previously agreed with the direct superior;
- vi. Is to keep abreast on the required adherence to Directive 8, Directive 4 and other PSMC regulations as expected of a Public Officer;
- vii. Is committed to act as a role model for others and prepared to go the extra mile for the good of the Public Service;
- viii. Aims at being an excellent Public Officer with an ability to form part of a team that delivers the required tasks;
- ix. Is supportive of the changes that are required to maintain a smooth transition of all improvement of systems that need to be implemented.

Other Responsibilities:

- i. develops human resources and reviews processes and procedures for optimal efficiency and output;
- ii. heads a section within a department and be responsible for its management, as well as for the implementation of legislation, directives and guidelines relating to the Section's administrative remit;
- iii. develops the section's short, medium and long-term plans to attain established targets and objectives;
- iv. undertakes research in connection with the development of the department's policy areas and related procedures; drafts policies; assists in policy development, review and implementation;
- v. prepares reports, statistical analysis and proposals in connection with the development of policy, departmental programmes and administrative requirements;
- vi. functions as case officer;
- vii. represents the department as necessary in such matters as court cases, EU and international matters and matters pertaining to institutions of oversight;
- viii. performs desk duties for specific functions of the employing department and acts as reference point in matters related thereto;
- ix. acquires knowledge of pertinent regulations such as those outlined in the Public Administration Act (PAA) and Directives emanating therefrom, and the Public Service Management Code (PSMC);
- x. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xi. any other duties as directed by the Principal Permanent Secretary.