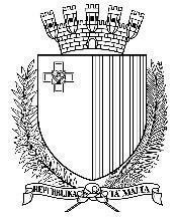


# Anness A

<b>Ministeru</b>	Uffiċċju tal-Prim Ministru
<b>L-impjeg</b>	Uffiċċjal Anzjan għall-Konformita'



UFFIĊĊJU TAL-PRIM MINISTRU  
3, PJAZZA KASTILJA, VALLETTA, MALTA

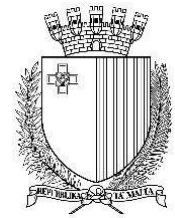
## Dmirijiet u responsabbiltajiet

- i. Iwettaq valutazzjoni ta' konformità u/jew ta' kwalità fuq bażi regolari fuq il-proċeduri dwar ir-riżorsi umani tas-servizz pubbliku u tal-entitajiet tas-settur pubbliku sabiex jiġi żgurat li hemm aderenza mad-Direttivi pertinenti u mal-Manwali tad-Divizjoni dwar Nies u Standards;
- ii. Jippreżenta rapporti ta' konformità dettaljati, rapporti ta' valutazzjoni tal-kwalità u tabelli u jieħu azzjoni meħtieġa mal-ministeri u mal-entitajiet tas-settur pubbliku fuq irregolaritajiet u/jew oqsma li jkunu ġew identifikati għal titjib;
- iii. Jieħu passi u azzjonijiet effettivi sabiex jiġi żgurat li n-nuqqasijiet li jkunu ġew enfasizzati fil-proċeduri dwar ir-riżorsi umani tas-servizz pubbliku u tal-entitajiet tas-settur pubbliku jkunu ġew irrangati mill-ministeri u mill-entitajiet tas-settur pubbliku u jibqa' jsegwi l-każ sakemm jingħalaq;
- iv. Iwettaq reviżjonijiet tal-proċessi (BPRs) f'oqsma fi ħdan l-Amministrazzjoni Pubblika kif ordnat mis-Segretarju Permanenti tad-Divizjon dwar Nies u Standards, jew id-Direttur, inkluż Termini ta' Referenza, jattendi laqgħat, il-komprensjoni tal-proċessi eżistenti, l-abbozzar ta' rapport u l-proposta ta' bidliet fil-proċessi u/jew l-organizzazzjoni għat-titjib tal-proċessi f'termini ta' effiċjenza, effikaċja u kwalità tas-servizz;
- v. Jiżgura appoġġ, monitoraġġ adegwat u f'waqtu tal-implimentazzjoni tar-rakkomadazzjonijiet li joħorgu mill-BPR u/jew eżerċizzji oħra ta' Valutazzjoni tal-Kwalità;
- vi. Iżomm komunikat mal-ministeri u mal-entitajiet tas-settur pubbliku dwar l-interpretazzjoni tad-Direttivi pertinenti u tal-Manwali tad-Divizjoni dwar Nies u Standards;
- vii. Jipparteċipa fil-formulazzjoni ta' manwali, minuti, preżentazzjonijiet ta' power point, standard operating procedures u pubblikazzjonijiet oħra mmirati sabiex jiffaċilitaw, jistandardizzaw u jissimplifikaw r-reklutaġġ fi ħdan is-servizz pubbliku ewlieni u l-entitajiet tas-settur pubbliku;
- viii. Joħloq listi għall-iċċekjar biex titjieb l-aderenza mal-proċessi, proċeduri u regolamenti u jitnaqqsu r-riskji ta' nuqqas ta' konformità;
- ix. Jipprovdi laqgħat ta' sensibilazzjoni (outreach) lis-servizz pubbliku u lill-entitajiet tas-settur pubbliku fir-rigward tal-proċeduri tal-konformità tar-riżorsi umani u l-aspetti tal-kwalità tas-servizz;
- x. Iżomm ruħu aġġornat ma' żviluppi fil-Kodiċi dwar l-Immanigġjar tas-Servizz Pubbliku, manwali,

direttivi, ligijiet, ftehim kollettiv u approvazzjonijiet oħra u ma' aġġornamenti oħra relatati mal-proċeduri dwar ir-riżorsi umani;

- xi. Jimmaniġġja u jwettaq revizjonijiet relatati ma' kwalita` ta' proċessi interni u servizz offrut lill-klijenti, sabiex jiġi assigurat allinjament mal-Istrateġija Ċentrali dwar Servizz ta' Eċċellenza;
- xii. Jipprepara rapporti fuq ir-riżultati tar-revizjonijiet u sugġerimenti għat-titjib u jsegwi rakomandazzjonijiet li jirriżultaw minn eżerċizzji marbutin mal-kwalita`;
- xiii. Jwettaq kwalunkwe xogħol ieħor kif ordnat mis-Segretarju Permanenti (Nies u Standards); u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



OFFICE OF THE PRIME MINISTER  
3, PIAZZA KASTILJA, VALLETTA, MALTA

<b>Ministry</b>	Office of the Prime Minister
<b>Job title</b>	Senior Compliance Officer

## Duties and responsibilities

- i. Conducts regular compliance and/or quality assessments on an ongoing basis on the public service and public sector entities' human resources procedures so as to ensure adherence to standing Directives and the P&SD Manuals;
- ii. Presents detailed compliance reports, quality assessment reports and tables, and take appropriate action with the ministries and public sector entities on any of the identified irregularities and/or areas for improvements;
- iii. Takes effective steps and actions to ensure that all inaccuracies highlighted in the public service and public sector entities' human resources procedures are rectified by the respective ministries and public sector entities and following up accordingly until the matter is resolved;
- iv. Carries out Business Process Reviews (BPRs) in areas within the Public Administration as directed by Permanent Secretary (People & Standards Division), or Director, including establishing the Terms of Reference, attends meetings, comprehend existing processes, desk research and drafting of report and propose changes in the processes and/or organisation for the amelioration of processes in terms of efficiency, efficacy and quality of service.
- v. Ensures support, adequate and timely monitoring of the implementation of the recommendations arising out of the BPR and/or other Quality Assessment exercises;
- vi. Liaises with the ministries and public sector entities on the interpretation of standing Directives and the P & SD Manuals;
- vii. Participates in the drawing up of manuals, minutes, power-point presentations, standard operating procedures and in other publication aimed to facilitate, standardise or simplify recruitment within the core public service and the public sector entities;
- viii. Creates checklists to improve adherence to processes, procedures and regulations so as to reduce risks of lack of compliance;
- ix. Provides outreach meetings to public service and public sector entities in relation to human resources compliance procedures and quality of service aspects;
- x. Keeps abreast with updates on Public Service Management Code, manuals, directives, laws, collective agreements and other approvals and with the development related to human resources

issues;

- xi. Manages and conduct any quality related reviews on internal processes and service offered to the customer so as to ensure alignment with the Central Strategy on a Service of Excellence;
- xii. Prepares reports on results of reviews and suggestions for improvement and follow up any recommendations resulting from any quality related exercises;
- xiii. Carries out any other task as directed by the Permanent Secretary (People and Standards Division);  
and
- xiv. Any other duties as directed by the Principal Permanent Secretary.