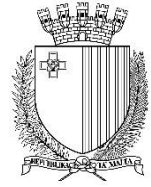


Anness A



MINISTERU GHALL-AGRIKOLTURA,
SAJD U DRITTIJJIET TAL-ANNIMALI

Ufficcju tas-Segretaru Permanenti
Pinto Business Centre, Qormi

Ministeru	Ministeru għall-Agricoltura, Sajd u Drittijiet tal-Animali
L-impjeg	Post ta' Senior Manager (Project Management)

Dmirijiet u responsabbiltajiet

- i. Jassumi rwol ewlieni fil-koordinazzjoni ta' proġetti mill-bidu sal-aħħar;
- ii. Ihejji business plans, briefs ta' proġetti, dossiers tal-offerti, rapporti ta' fattibilita' u dokumenti ohra kif mitlub;
- iii. Jiehu rwol ewlini ta' koordinazzjoni biex jidentifika proġetti li jistgħu jitwettqu permezz ta' opportunitajiet ta' finanzjament nazzjonali, u tal-Unjoni Ewropea;
- iv. Jmexxi is-sezzjoni tal-proġetti li taqgħa taht ir-responsabbilta tad-Direttorat tal-Operat;
- v. Iżomm rekords xierqa biex jinforma d-deċizjonijiet tal-manigment;
- vi. Jippresjedi jew jipparteċipa f'kumitati ta' evalwazzjoni, bordijiet ta' għażla u fora ohra kif meħtieġ;
- vii. Jindirizza l-iżvilupp kontinwu tal-impjegati assenjati taht ir-responsabbilta' tiegħu/tagħha;
- viii. Jidderiegi u jiggwida l-istaff assenjat taht ir-responsabbilta' tiegħu/tagħha;
- ix. Jirrapprezenta d-Direttorat tal-Operat kif jista' jkun meħtieġ;
- x. Iwettaq dmirijiet ohra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi. Kwalunkwe komputu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Ministry for Agriculture, Fisheries and Animal Rights
Job title	Post of Senior Manager (Project Management)

MINISTRY FOR AGRICULTURE, FISHERIES
AND ANIMAL RIGHTS

Office of the Permanent Secretary
Pinto Business Centre, Qormi

Duties and responsibilities

- i. Assumes a key role in coordinating projects from start to finish;
- ii. Prepare business plans, project briefs, tender dossiers, feasibility reports and other documents as requested;
- iii. Takes a key coordinating role to identify projects that can be carried out through national and European Union funding opportunities;
- iv. Manages the project section that falls under the responsibility of the Operations Directorate;
- v. Maintains appropriate records to inform management decisions;
- vi. Chairs or participates in evaluation committees, selection boards and other forums as needed;
- vii. Addresses the continuous development of the employees assigned under his/her responsibility;
- viii. Directs and guides the staff assigned under his/her responsibility;
- ix. Represents the Operations Directorate as may be necessary;
- x. Performs other duties that may be updated to meet the requirements of any other field as confirmed by the Permanent Secretary;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary.