



# Anness A

<b>Ministry:</b>	<i>Ministeru għall-Ambjent, l-Enerġija u r-Riġenerazzjoni tal-Port il-Kbir</i>	 <b>GVERN TA' MALTA</b> MINISTERU GHALL-AMBJENT, L-ENERĠIJA U R-RIĠENERAZZJONI TAL-PORT IL-KBIR 6, TRIQ ĦAL QORMI, SANTA VENERA
<b>Job Title:</b>	<i>Senior Manager</i>	

## Dmirijiet u Responsabbiltajiet

- i. Jikkontribwixxi aktar għall-iżvilupp u l-implimentazzjoni ta' waħda jew aktar mill-istrategġiji u l-programmi tal-Ministeru;
- ii. Jappoġġa l-programm ta' ħidma tal-Ministeru billi jaħdem ma' dipartimenti u entitajiet sabiex jgħin fl-identifikazzjoni ta' opportunitajiet fil-ġestjoni sostenibbli tar-rwoli nominati tal-Ministeru;
- iii. Jieħu rwol ewlieni fil-koordinazzjoni ta' strategġiji ta' livell għoli u inizjattivi ta' politika sabiex tittiehed azzjoni bikrija xierqa biex tiddefinixxi triq 'il quddiem u tfassal pjan ta' għan;
- iv. Jirrapreżenta lid-Direttur Ġenerali/Direttur kif meħtieġ u jzommhom infurmati dwar żviluppi ewlenin li jista' jkollhom impatt fuq il-ħidma tal-Ministeru;
- v. Imexxi l-implimentazzjoni u l-iżvilupp ulterjuri tal-Programm ta' Gvern tal-Ministeru (PoG) f'settur wieħed jew aktar fi ħdan il-portafoll ta' responsabbiltajiet tiegħu;
- vi. Imexxi l-aspetti assenjati tal-PoG tal-Ministeru inkluż l-iżvilupp u t-twassil flimkien ma' dipartimenti/entitajiet li jaqgħu taħt pjanijiet ta' ħidma dettaljati, baġits, u riżultati, u monitoraġġ u rappurtar dwar l-impatt u l-effettività tal-attivitajiet programmati;
- vii. Jassisti fl-ipproċessar u l-immaniġġjar ta' proġetti, inklużi stimi ta' proġetti, preparazzjoni ta' dokumentazzjoni tal-proġett rispettiv, kitba ta' proposti ta' politika, tkejjija ta' rapporti ta' superviżjoni f'waqtha, reviżjonijiet ta' portafoll u rappurtaġġ ta' progress;
- viii. Jiżgura l-konformità mal-linji gwida obbligatorji tar-rappurtaġġ b'tali mod li r-riżultati u listadji ewlenin jiġu dokumentati, maqbuda u mqasma sew għall-amministrazzjoni għolja tal-Ministeru;
- ix. Jabozza dossiers ta' sejhiet għall-offerti u jippresiedi/jipparteċipa f'kumitati t'evalwazzjoni kif u meta meħtieġ;
- x. Jassisti bordijiet u/jew kumitati li jaqgħu taħt ir-responsabbiltà tal-Ministeru;
- xi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry:</b>	<i>Ministry for the Environment, Energy and Regeneration of the Grand Harbour</i>	 <b>GVERN TA' MALTA</b> MINISTERU GHALL-AMBJENT, L-ENERĠIJA U R-RIGENERAZZJONI TAL-PORT IL-KBIR 6, TRIQ ĦAL QORMI, SANTA VENERA
<b>Job Title:</b>	<i>Senior Manager</i>	

## Duties and Responsibilities

- i. Contributes further to the development and implementation of one or more of the Ministry's strategies and programmes;
- ii. Supports the Ministry's work programme by working with line department/entities to help identify opportunities in the sustainable management of the Ministry's designated roles;
- iii. Takes a leading role in coordinating high level strategy and policy initiatives so as to ensure that appropriate early action is undertaken to define a way forward and chart a goal plan;
- iv. Represents the Director General/Director and keeps them informed of major developments that may impact on the Ministry's business;
- v. Leads the implementation and further development of the Ministry's Programme of Government (PoG) across one or more sectors within its portfolio of responsibilities;
- vi. Manages assigned aspects of the Ministry's PoG including developing and delivering together with line departments/entities detailed work plans, budgets, and outputs, and monitoring and reporting on the impact and effectiveness of the programmed activities;
- vii. Assists in project processing and management, including project appraisals, preparation of respective project documentation, writing policy proposals, preparing timely supervision reports, portfolio reviews and progress reporting;
- viii. Ensures compliance with mandatory reporting guidelines such that results, and major milestones are properly documented, captured, and disseminated to the Ministry's senior management;
- ix. Drafts tender dossiers and chairs/participates in evaluation committees as and when required;
- x. Assists board and/or committees falling under the Ministry's responsibility;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Any other duties as directed by the Principal Permanent Secretary.