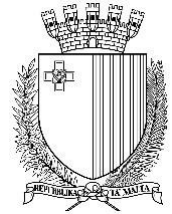


Anness A



UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

L-impjeg	Assistant Manager
Ministeru	Uffiċċju tal-Prim Ministru

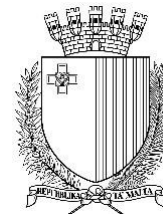
Dmirijiet u responsabbiltajiet

- i. Jimmaniġġja l-komunikazzjonijiet tal-manigment superjuri, inklużi imejls, ittri, u telefonati. Jilqá lill-viżitaturi, iwieġeb it-telefonati, u jimmaniġġja l-mistoqsijiet, jipprijoritizza imejls, telefonati u forma oħra ta' komunikazzjoni.
- ii. Jieħu ħsieb l-organizzazzjoni u ż-żamma tal-iskedi, l-arrangament tal-appuntamenti, u l-koordinazzjoni tal-laqgħat. Jattendi l-laqgħat tal-manigment superjuri biex jieħu l-minuti jekk meħtieġ.
- iii. Iżomm u jorganizza fajls, rekords, u dokumenti.
- iv. Jabbozza, iwettaq qari ta' provi, u jirrangá ta' dokumenti, rapporti u preżentazzjonijiet u jimmaniġja dokumenti u rapporti.
- v. Jorganizza itinerarji tal-ivvjagġar barra minn Malta, prenotazzjonijiet, u akkomodazzjonijiet.
- vi. Iżomm l-iskeda tal-manigment superjuri, inklużi appuntamenti, laqgħat, u arrangamenti tal-ivvjagġar lokali.
- vii. Jikkoordina u jorganizza avvenimenti, konferenzi, u funzjonijiet soċjali.
- viii. Jaġixxi bħala punt ta' kuntatt bejn il-manigment superjuri u l-partijiet interessati esterni.
- ix. Iżomm informazzjoni sensittiva b'diskrezzjoni u jżomm il-kunfidenzjalità.
- x. Jiżgura l-aħjar użu tar-riżorsi tal-uffiċċju u ż-żamma tal-proċessi tal-akkwist u l-iżgurar tal-konformità mal-istandards legali, regolatorji u organizzattivi.

Anness A

- xi. Jiżviluppa u jinforza politiki u proċeduri amministrattivi. Jissorvelja l-persunal amministrattiv u jipprovdi taħriġ u appoġġ.
- xii. Iwettaq kwalunkwe xogħol ieħor kif imqabbad mid-Direttur Ġenerali, Awditjar Intern u Investigazzjonijiet;
- xiii. Iwettaq kwalunkwe xogħol ieħor kif imqabbad mis-Segretarju tal-Kabinett; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Job title	Assistant Manager
Ministry	Office of the Prime Minister

Duties and responsibilities

- i. Handles senior management's incoming and outgoing communications, including emails, letters, and phone calls. Greets visitors, answers phone calls, and handles inquiries, prioritizing emails, phone calls and other forms of communication.
- ii. Organizes and maintains schedules, arranges appointments, and coordinates meetings, attends senior management's meetings to take minutes if necessary.
- iii. Maintains and organizes files, records, and documents.
- iv. Drafts, performs proofreading, and formats documents, reports, and presentations. Manages documents and reports.
- v. Organizes travel itineraries, bookings, and accommodations
- vi. Manages the senior management's schedule, including appointments, meetings, and travel arrangements.
- vii. Coordinates and organizes events, conferences, and social functions.
- viii. Acts as a point of contact between senior management and external stakeholders.
- ix. Manages sensitive information with discretion and maintains confidentiality.
- x. Ensures optimal use of office resources and manages procurement processes and ensures compliance with legal, regulatory, and organizational standards.

Annex A

- xi. Develops and enforces administrative policies and procedures. Supervises administrative staff and provides training and support.
- xii. Carries out any other work as directed by the Director General, Internal Audit and Investigations;
- xiii. Carries out any other work as directed by the Secretary to Cabinet; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.