

Annex A



OFFICE OF THE PRIME MINISTER
(EUROPEAN FUNDS, EQUALITY,
REFORMS AND SOCIAL DIALOGUE)

Ministry	Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue)
Job title	Assistant Project Officer (EU Funds)

Duties and responsibilities

- (a) Providing logistical and operational support to the EU Funds Unit within the assigned organization on matters related to the implementation of EU programmes and projects;
- (b) Liaising with relevant stakeholders (including partners and NGOs) as instructed by superiors;
- (c) Carrying out documentary and physical on-the-spot control of projects;
- (d) Prepare paperwork related to checks in accordance with available templates;
- (e) Performing duties related to the compilation of data and other research work;
- (f) Inputting data into the relevant Management Information System (electronic database);
- (g) Carrying out administrative duties;
- (h) Carrying out the ancillary duties as assigned by the Head of Department/Organization and the Permanent Secretary OPM-EES or his/her representative
- (i) Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary

Anness A



UFFIĊĊJU TAL-PRIM MINISTRU
(FONDI EWROPEJ, UGWALJANZA,
RIFORMI U D-DJALOGU SOĊJALI)

Ministeru	Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali)
L-impjeg	Assistant Project Officer (EU Funds)

Dmirijiet u responsabbiltajiet

- (a) Jipprovdi appoġġ logistiku u operattiv lill-Unità tal-Fondi tal-UE fi ħdan l-organizzazzjoni assenjata fuq kwistjonijiet relatati mal-implimentazzjoni ta' programmi u proġetti tal-UE;
- (b) Jikkollabora ma' partijiet interessati rilevanti (inklużi imsieħba u NGOs) kif istruwiti mis-superjuri;
- (c) Jwettaq kontroll dokumentarju u fiżiku fuq il-post tal-proġetti;
- (d) Jipprepara dokumentazzjoni relatata mal-verifiki skont il-mudelli disponibbli;
- (e) Jwettaq kompiti relatati mal-għbir ta' data u xogħol ta' riċerka oħra;
- (f) Jdaħħal data fis-Sistema ta' Informazzjoni dwar il-Ġestjoni rilevanti (bażi tad-data elettronika);
- (g) Jwettaq dmirijiet amministrattivi;
- (h) Jwettaq dmirijiet anċillari kif assenjati mill-Kap tad-Dipartiment/Organizzazzjoni u s-Segretarju Permanenti tal-OPM-EES jew ir-rappreżentant tiegħu/tagħha;
- (i) Kwalunkwe dmir ieħor skont l-eżiġenzi tas-Servizz Pubbliku kif dirett mis-Segretarju Permanenti Principali.