

Anness A



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

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

Dmirijiet u responsabbiltajiet

- i. Imexxi u jaqdi dmirijiet relatati mal-funzjonijiet tal-*Managing Authority, Responsible Authority, Competent Authority, Accounting Functions* u l-*Payments Unit* għall- *European Structural and Investment Funds* (ESIF), ir-*Recovery and Resilience Fund* (RRF) u fondi oħra skont ir-regoli applikabbli nazzjonali u tal-UE;
- ii. Ikun involut fil-funzjonijiet relatati mal-immaniġġjar tal-Fondi Ewropej u fondi oħrajn allokatil lil Malta;
- iii. Jaqdi funzjonijiet u jipprovdi tmexxija f'dak li jikkonċerna l-funzjoni tal-*Intermediate Body* għall-miżuri ffinanzjati mill-Uffiċċju tal-Prim Ministru (Fondi Ewropej, Ugwaljanza, ir-Riformi u d-Djalogu Soċjali) u l-entitajiet tiegħu;
- iv. Jkun involut fl-ifformular tal-istrateġija, it-tfassil tal-*Operational Programmes* u l-aġġornamenti pertinenti tagħhom biex tiġi assicurata l-implimentazzjoni effettiva tal-ESIF, il-RRF u fondi oħrajn allokatil lil Malta;
- v. Jipprovdi tmexxija fil-kontribuzzjoni u l-ikkordinar tal-issues relatati mal-EU *acquis communautaire* f'dak li jikkonċerna policy reġjonali inkluż il-*Multi Annual Financial Framework*, affarijiet relatati mal-ESIF, ir-RRF u fondi Ewropej oħra;
- vi. Jagħmel l-evalwazzjoni tal-programmi pertinenti u funzjonijiet oħra relatati ma' fondi Ewropej rilevanti;
- vii. Jipprovdi gwida lill-focal points tal-Unjoni Ewropea u programmi ta' fondi oħra li huma mmexxija mill-Kummissjoni jew minn istituzzjonijiet oħra;
- viii. Jiġbor data u statistiċi, jagħmel riċerka u jipprepara rapporti u dokumenti kif meħtieġ;
- ix. Jorganizza u jipparteċipa f'laqgħat u jiehu minuti ta' diskussjonijiet f'Malta u barra minn Malta kif meħtieġ;
- x. Jipprovdi support lill-promuturi tal-proġetti fuq il-*Management Information System* rilevanti (database elettronika);
- xi. Jikkomunika mal istakeholders rilevanti kif meħtieġ;

- xii. Jipparteċipa f'taħriġ u konferenzi kemm f'Malta kif ukoll barra minn Malta;
- xiii. Iwettaq dmirjiet oħra kif mitlub mill-Kap tad-Dipartiment jew mis-Segretarju Permanenti jew mir-rappreżentant tiegħu/tagħha; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

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	Programme Officer (EU Funds)

Duties and responsibilities

- i. Carry out duties in relation to the Managing Authority, Responsible Authority, Competent Authority, Accounting Function as well as the Payments Unit for the European Structural and Investment Funds (ESIF), Recovery and Resilience Fund (RRF) and other funds in line with the applicable national and EU rules;
- ii. Engage in all functions relating to the management of EU and other funds allocated to Malta;
- iii. Undertakes work and duties concerning the Intermediate Body function for EU funded measures implemented by the Office of the Prime Minister (European Funds, Equality, Reforms and Social Dialogue) and its entities;
- iv. Engage in strategy formulation, the design of appropriate Operational Programmes and their pertinent updates with a view to ensure the effective implementation of ESIF and other funds allocated to Malta;
- v. Contribute to and co-ordinate issues dealing with the EU *acquis communautaire* concerning regional policy including the Multi Annual Financial Framework, matters dealing with ESIF, RRF and other EU funds;
- vi. Undertake evaluation of pertinent programmes and other functions connected with relevant EU funds;
- vii. Provide guidance to the focal points of the EU and other funding programmes that are managed by the Commission or other institutions;
- viii. Compile data and statistics, undertake research, and prepare reports and documents as necessary;
- ix. Organise and participate in meetings and take minutes of discussions in Malta and abroad as necessary;
- x. Give support to the project promoters on the relevant Management Information System (electronic database);
- xi. Liaise with relevant stakeholders as necessary;
- xii. Participate in training and conferences both locally and abroad;

- xiii. Carry out any other duties as assigned by the Head of Department and the Permanent Secretary or his/her representative; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.