

Anness A

Ministeru	Ministeru għal Għawdex u l-Ippjanar
L-impjeg	Project Manager for the Built Heritage Restoration Scheme



GVERN TA' MALTA
MINISTERU GĦAL GĦAWDEX
U L-IPPJANAR

Pjazza San Franġisk, ir-Rabat, Għawdex

Dmirijiet u responsabbiltajiet

- i. Jikkoordina u jikkonsulta mas-Senior Officer biex jiġi żgurat li jkun hemm allinjament mal-għanijiet strateġiċi u konformità mal-proċeduri stabbiliti;
- ii. Jipprovdi gwida ġenerali dwar l-Iskema tal-Built Heritage Restoration Scheme, inkluż assistenza fl-ippreparazzjoni u s-sottomissjoni tad-dokumentazzjoni, klarifiki tar-rekwiżiti, u pariri dwar il-kwistjonijiet relatati mal-wirt u r-restawr;
- iii. Jippromwovi prattiċi tajbin fil-konservazzjoni u r-restawr tal-wirt sabiex jiġu żgurati standards għoljin u riżultati sostenibbli;
- iv. Matul l-Ewwel Fazi tal-Iskema, isegwi l-Expressions of Interest (EOIs) kollha sottomessi, jevalwa u jassessa l-eligibbiltà u l-mertu tagħhom, u jzomm kuntatt kontinwu mal-applikanti matul il-proċess kollu;
- v. Matul it-Tieni Fazi, jiżviluppa u jzomm databases sabiex jissorvelja l-progress tar-rikjesti ta' finanzjament, u jiżgura li d-data tkun preċiża u aġġornata;
- vi. Jevalwa u jassessa rikjesti sħaħ ta' finanzjament, jitlob klarifiki fejn meħtieġ, jiddeskrivi rapporti ta' valutazzjoni komprensivi, jippreżenta l-konklużjonijiet lill-Kumitat tal-Fond għall-Ippjanar tal-Iżvilupp, joħroġ Ittri ta' Approvazzjoni Kondizzjonali, isegwi l-implimentazzjoni tal-proġett, u jissorvelja l-kompiti relatati mal-proċess ta' hlas u d-disbursement tal-fondi;
- vii. Jikkoordina u jikkollabora mal-Uffiċjal tal-Amministrazzjoni, mas-Senior Officer, u ma' uffiċjali oħra kif meħtieġ, sabiex jiġi żgurat ix-xogħol bla xkiel u qsim ta' informazzjoni effettiv;
- viii. Jipprepara rapporti regolari u analiżi statistika biex jappoġġja l-proċess ta' teħid ta' deċiżjonijiet u juri l-impatt tal-programm;
- ix. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
- x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



St. Francis Square, ir-Rabat, Ghawdex

Ministry	Ministry for Gozo and Planning
Job title	Project Manager for the Built Heritage Restoration Scheme

Duties and responsibilities

- i. Liaises and consults with the Senior Officer to ensure alignment with strategic objectives and procedural compliance;
- ii. Provides general guidance on the Built Heritage Restoration Grant Scheme, including assistance with the preparation and submission of documentation, clarification of requirements, and advice on heritage and restoration-related matters;
- iii. Promotes best practices in heritage conservation and restoration to ensure high standards and sustainable outcomes;
- iv. During Phase 1 of the Scheme, tracks all submitted Expressions of Interest (EOIs), evaluates and assesses their eligibility and merit, and maintains communication with applicants throughout the process;
- v. During Phase 2, develops and maintains databases to monitor the progress of funding requests, ensures accurate and up-to-date records;
- vi. Evaluates and assesses full funding requests, seeks clarifications where necessary, drafts comprehensive assessment reports, presents findings to the Development Planning Fund Committee, issue Letters of Conditional Approval, monitors project implementation, and oversees tasks related to payment processing and fund disbursement;
- vii. Coordinates and liaises with the Administration Officer, Senior Officer, and other relevant personnel to ensure smooth workflow and information sharing;
- viii. Prepares regular reports and statistical analyses to support decision-making and demonstrates program impact;
- ix. Undertakes any other tasks, which the superior may delegate to them, as may be required; and
- x. Any other duties as directed by the Principal Permanent Secretary.