

Anness A



Ministeru	<i>Ministeru għall-Intern, is-Sigurta' u x-Xogħol</i>
L-impjeg	<i>Post ta' Assistant Manager (Project Management)</i>

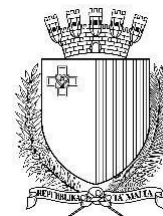
MINISTERU GĦALL-INTERN, IS-SIGURTA' U X-XOGĦOL
201 TRIQ ID-DEJQA VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Id-Dmirijiet ta' Assistant Manager (Project Management) huma:

- i. Jassisti fl-implimentazzjoni effettiva tal-proġetti skont ir-Regoli applikabbli tal-UE u dawk Nazzjonali;
- ii. Jaħdem f'kollaborazzjoni mal-Project Leader u/jew mat-tim responsabbli għall-proġett/i, jiżviluppa pjanijiet t' azzjoni, jassenja x-xogħlijiet, jistabilixxi dati stipulati sa meta għandu jitwettaq l-proġett u jagħmel monitoraġġ u summarji tal-proġetti assenjati;
- iii. Jieħu it-taħriġ kollu meħtieġ hekk kif mitlub/meħtieġ mid-Direttur għall-implimentazzjoni b'suċċess tal-proġett assenjat;
- iv. Jaħdem mill-qrib mad-Direttur/Project Leader/Tim tal-Proġett u jassistih fil-ġestjoni tal-proġetti matul l-implimentazzjoni kif ukoll matul kwalunkwe awditjar;
- v. Jippartecipa f'laqgħat kif mitlub/meħtieġ mid-Direttur u jieħu l-minuti tal-imsemmija laqgħat kif xieraq;
- vi. Jagħmel l-aħjar użu mill-għodod kollha disponibbli għas-suċċess fl-implimentazzjoni tal-proġett assenjat, inkluża l-Structural Funds Database (SFD) u kwalunkwe softwer ieħor meħtieġ kif ordnat;
- vii. Iħejji r-rapporti dwar il-progress li jkun sar fil-proġett, u kwalunkwe rapport ieħor relatat mal-proġetti kif meħtieġ;
- viii. Jissorvelja l-ispejjeż, l-iskeda tax-xogħlijiet u l-kwalità tax-xogħol imwettaq filwaqt li jagħti sugġerimenti dwar l-implimentazzjoni bl-għan li l-proġett jitwettaq bl-aħjar mod possibbli;
- ix. Jirrapporta fuq bażi regolari lil, u/jew kif ordnat mill-Project Leader dwar il-progress ġenerali tal-proġett u l-infiq ta' fondi, flimkien ma' kwalunkwe kwistjoni u riskju li jistgħu jaffettwaw it-tlestija kompleta b'suċċess tal-proġetti assenjati;
- x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	<i>Ministry for Home Affairs, Security and Employment</i>
Job title	<i>Post of Assistant Manager (Project Management)</i>

MINISTRY FOR HOME AFFAIRS, SECURITY AND
EMPLOYMENT
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

The Duties of a Assistant Manager (Project Management) are:

- i. Assists in the effective implementation of the projects in accordance with the applicable EU and National Rules;
- ii. Works in liaison with the Project Leader and/or project team responsible for the project/s, develop work plans, including setting of tasks, deadlines and monitoring and summarizing progress of the assigned projects;
- iii. Undertakes all necessary training as requested by the Director for the successful implementation of the assigned project;
- iv. Works closely with the Director/ Project Leader/ Project Team and assists him on the project management during its implementation as well as during any audit;
- v. Participates in meetings as requested/required by the Director and takes minutes of the said meetings accordingly;
- vi. Makes optimal usage of all available tools for the successful implementation of the assigned project, including the Structural Funds Database (SFD) and any other necessary software as directed;
- vii. Prepares progress reports and any other project related reports as required and uploads information on the relevant programmes as may be directed;
- viii. Monitors the costs, time schedule and quality of work performed, and proposes suggestions and possible implementation, for better performance of the assigned projects;
- ix. Reports on a regular basis to, and/or as directed by the Project Leader regarding overall progress of the project and disbursement of funds, together with any issues and risks which may affect the successful completion of assigned projects;
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xi. Any other duties as directed by the Principal Permanent Secretary.