

Anness A



Ministeru	Ministeru għas-Saħħa u Anzjanità Attiva
L-impjieg	Project Administrator for the Projects ESF+ 02.230; ESF+02.232 and ESF+ 02.233

MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. twettiq tal-ġestjoni u amministrazzjoni ta' kuljum tal-proġett fi hdan il-qafas tal-ESF;
- ii. jissorvelja u jimplementa l-pjan ta' implimentazzjoni tal-proġett;
- iii. thejjija ta' dokumenti ta' sejhiet għall-offerti u appoġġ f'attivitajiet oħra relatati mal-proċess tas-sejhiet għall-offerti;
- iv. koordinazzjoni tar-riċerka meħtieġa sabiex jinkisbu r-riżultati ppjanati;
- v. ġestjoni tal-baġit tal-proġett u li tiġi żgurata l-konformità mar-rekwiziti u l-proċeduri finanzjarji kollha;
- vi. manutenzjoni u ħarsien ta' dokumentazzjoni xierqa relatata mal-proġett;
- vii. żgurar ta' konformità mar-regoli Komunitarji u nazzjonali, il-Manwal tal-Proċeduri u dokumentazzjoni oħra relatata mal-implimentazzjoni ta' proġett eliġibbli taħt il-Fond Soċjali Ewropew;
- viii. taħdid u koordinazzjoni mal-aġenziji, istituzzjonijiet u entitajiet kollha meħtieġa għall-implimentazzjoni b'suċċess ta' dan il-proġett, inkluż il-koordinament tax-xogħol ta' sħab lokali u barranin;
- ix. twettiq ta' inizjattivi u attivitajiet ta' relazzjonijiet pubbliċi marbuta mal-proġett;
- x. twettiq ta' kwalunkwe dmir ieħor meħtieġ għall-implimentazzjoni b'suċċess ta' dan il-proġett u kif jista' jiġi assenjat mill-Mexxej tal-Proġett, inkluż li jirrappreżenta lill-Mexxej tal-Proġett.
- xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

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Ministry	Ministry for Health and Active Ageing
Job title	Project Administrator for the Projects ESF+ 02.230; ESF+02.232 and ESF+ 02.233:



MINISTRY for HEALTH and ACTIVE AGEING
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Duties and responsibilities

- i. carrying out day-to-day management and administration of the project within the ESF framework;
- ii. monitors and implements the project's implementation plan
- iii. preparing tender documents and support other tender process related activities;
- iv. coordinating the necessary related research in order to achieve the projected results;
- v. manages the budget of the project and ensures that all financial requirements and procedures are followed properly
- vi. maintains and keeps proper documentation related to the project
- vii. ensuring compliance with Community and national rules, Manual of Procedures and other documentation related to the implementation of a project eligible under the European Social Fund;
- viii. liaising with all the necessary agencies, institutions and bodies involved for the successful implementation of this project and coordinates the work of local and foreign partners
- ix. undertaking public relations initiatives and exercises connected to the project;
- x. performing any other duties necessary for the successful implementation of this project and as may be assigned by the Project Leader, including representing the Project Leader;
- xi. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- xii. Any other duties as directed by the Principal Permanent Secretary.