

Anness A



Ministeru	Ministeru għas-Sahħa u Anzjanità Attiva
L-impjeg	Project Officer for the ESF+.02.231 – A TNA for clinical & non-clinical Personnel and Training in Cultural Competence

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

Dmirijiet u responsabbiltajiet

- i. Jgħin lill-Mexxej tal-Proġett fl-implimentazzjoni effettiva tal-azzjonijiet tal-proġett;
- ii. Jaħdem mill-qrib mal-Mexxej tal-Proġett u joffri assistenza fil-ġestjoni tal-proġett kif ukoll waqt kwalunkwe awditjar;
- iii. Jagħmel użu mis-sistemi u s-software tal-IT u d-databases li jkunu disponibbli mill-Awtorità ta' Ġestjoni, il-Kummissjoni Ewropea, u entitajiet oħra ta' finanzjament għall-ipproċessar tal-ħlasijiet;
- iv. Jorganizza u jipparteċipa f'laqgħat rilevanti kull meta applikabbli u meħtieġa taħt id-direzzjoni tal-Mexxej tal-Proġett/Delegat;
- v. Jikkollabora mal-partijiet interessati, dipartimenti u sezzjonijiet rilevanti sabiex jiġi żgurat li l-attivitajiet tal-Proġett jitmexxew b'mod effiċjenti;
- vi. Jzomm id-dokumentazzjoni kollha meħtieġa tal-Proġett/i u jiżgura li l-Fajl/i tal-Proġett jinżammu f'kundizzjoni ottimali.
- vii. Kwalunkwe kompitu ieħor li il-Mexxej tal-Proġett/ Delegat jista' jiddelega lilu/lilha kif jista' jkun meħtieġ;
- viii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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Ministry	Ministry for Health and Active Ageing
Job title	Project Officer for the ESF+.02.231 – A TNA for clinical & non-clinical Personnel and Training in Cultural Competence



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Duties and responsibilities

- i. Assists Project Leader in the effective implementation of project actions;
- ii. Works closely with the Project Leader and gives assistance on the project management as well as during any audit;
- iii. Makes use of IT software systems and databases made available by the Managing Authority, European Commission, and other funding entities for the processing of payments;
- iv. Organises and participates in relevant meetings whenever applicable and required under the direction of the Project Leader/ Delegate;
- v. Liaises with the relevant stakeholders, departments and sections for the smooth running of the Project activities;
- vi. Maintains all the necessary documentation of the Project/s and ensures an optimal upkeep of the Project File/s.
- vii. Undertakes any other tasks, which the Project Leader/ Delegate may delegate to him/her as may be required;
- viii. Any other duties as directed by the Principal Permanent Secretary.