

Anness A



Ministeru	Ministeru għall-Agricoltura, is-Sajd u d-Drittijiet tal-Animali
L-impjieg	Post ta' Manager I

UFFIĊĊJU TAS-SEGRETARJU PERMANENTI
PINTO BUSINESS CENTRE, MILL STREET, QORMI

Dmirijiet u responsabbiltajiet

- i. Jappoġġja lid-Direttur/Assistent Direttur/Senior Manager fil-monitoraġġ, il-ħidma u l-immaniġġjar ta' proċessi ta' kuljum fil-Ministeru kollu;
- ii. Jassisti fil-kollaborazzjoni mad-direttorati kollha fil-Ministeru biex tingabar u tiġi ġestita informazzjoni u data;
- iii. Jappoġġja t-titjib tal-prestazzjoni fil-Ministeru/dipartiment permezz ta' ppjanar xieraq, monitoraġġ regolari tal-proċessi u compliance checks;
- iv. Jipprovdi l-informazzjoni u d-data meħtieġa lis-superjuri u/jew awdituri, kif meħtieġ b'mod effiċjenti f' waqtu ;
- v. Jiżgura li l-politiki stabbiliti qed jiġu osservati, u jsegwi l-implimentazzjoni f'waqtha tal-miżuri korrettivi kif meħtieġ;
- vi. Jimmaniġġja sistemi xierqa ta' filing u collations ta' data relatata mar-rekords tar-riżorsi umani tal-Ministeru billi juża s-sistemi standard ta' data u spreadsheets għad-dhul, l-inkjesta u r-rappurtar ta' data;
- vii. Jappoġġja l-Kultura ta' Eċċellenza filwaqt li jassigura komunikazzjoni effettiva fil-livelli kollha;
- viii. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- ix. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



OFFICE OF THE PERMANENT SECRETARY
PINTO BUSINESS CENTRE, MILL STREET, QORMI

Ministry	Ministry for Agriculture, Fisheries and Animal Rights
Job title	Post of Manager I

Duties and responsibilities

- i. Supports the Director/Assistant Director/Senior Manager with the monitoring, workings and management of day-to-day processes across the ministry;
- ii. Assists in the liaison with all directorates in the ministry as to compile and manage information and data;
- iii. Supports the improvement of the performance in the ministry/department through appropriate planning, regular monitoring of processes and compliance checks;
- iv. Provides the necessary information and data to superiors and/or auditors, as required in a timely efficient manner;
- v. Ensures that established policies are being adhered to, and follow up on the timely implementation of corrective measures as required;
- vi. Manages appropriate filing systems and collations of data related to human resources records of the ministry by utilising the standard data systems and spreadsheets for data entry, enquiry and reporting;
- vii. Supports the Culture of Excellence whilst ensuring effective communication at all levels;
- viii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- ix. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- x. Any other duties as directed by the Principal Permanent Secretary.