Anness A

Ministeru	Ministeru għal Għawdex u l-Ippjanar
L-impjieg	Manager II

GVERN TA' MALTA
MINISTERU GĦAL GĦAWDEX
U L-IPPJANAR

Pjazza San Franġisk, ir-Rabat, Għawdex

Dmirijiet u responsabbiltajiet

i. Iżomm ruħu aġġornat ma', u jipprovdi kontribut għal, żviluppi relevanti mal-politika tal-UE u internazzjonali fil-qasam relatat mal-konservazzjoni tal-għasafar selvaġġi;
ii. Ifassal memoranda interni u abbozzi ta' proposti leġislattivi u ta' azzjonijiet proposti dwar kwistjonijiet relatati mal-governanza fuq kaċċa sostenibbli u l-konservazzjoni tal-għasafar selvaġġi;
iii. Jassisti fl-ippjanar, l-akkwist u l-monitoraġġ tal-implimentazzjoni ta' studji xjentifiċi u kwalunkwe servizz jew provvista oħra meħtieġa għall-funzjonament tat-Taqsima tar-Regolamentazzjoni għall-Għasafar Selvaġġi (WBRU);
iv. Jassisti fl-akkwist, fil-baġitjar, fl-ippjanar tar-riżorsi interni u f'funzjonijiet oħra relatati;
v. Jippjana u jamministra l-proċeduri ta' liċenzjar u permessi għal diversi attivitajiet regolati mill-WBRU;
vi. Jassisti fil-preparazzjoni ta' materjal ta' komunikazzjoni relevanti għall-funzjonament tal-WBRU, inkluż ittri u materjal relatat mal-websajt tat-taqsima u mal-midja soċjali;
vii. Jaħdem b'dejta xjentifika u rapporti analitiċi, databases u GIS u jassisti fit-tħejjija ta' rapporti għas-sottomissjoni lill-Kummissjoni Ewropea u lil diversi korpi internazzjonali;
viii. Jipparteċipa u jagħmel rappreżentazzjonijiet f'firxa ta' laqgħat, seminars, kumitati u pjattaformi ta' diskussjoni nazzjonali, tal-UE u internazzjonali;
ix. Isegwi u jżomm kont tal-iskadenzi nterni u esterni relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni u li jżomm kollegament mal-entitajiet relevanti fl-istrutturi tal-Gvern sabiex jiżgura li l-iskadenzi jiġu mħarsa fil-ħin u b'mod effiċjenti;
x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Gozo and Planning
Job title	Manager II

GOVERNMENT OF MALTA
MINISTRY FOR GOZO
AND PLANNING

St. Francis Square, ir-Rabat, Għawdex

Duties and responsibilities

i. Keeps abreast with, and provides input to, relevant EU and international policy developments in the areas related to conservation of wild birds;
ii. Draws up internal memoranda and draft legislative and policy proposals on matters related to sustainable hunting governance and conservation of wild birds;
iii. Assists in the planning, procurement, and monitoring of execution of scientific studies and any other services and supplies required for the overall function of the Wild Birds Regulation Unit (WBRU);
iv. Assists in procurement, budgeting, internal resource planning and other related functions;
v. Plans and administers licensing and permitting procedures for various activities regulated by the WBRU;
vi. Assists in the preparation of communication material relevant to the functioning of the WBRU, including mailing letters and materials relevant to the unit's website and social media;
vii. Works with scientific data and analytical reports, databases and GIS and assists in the preparation of reports for submission to the EU Commission and to various international bodies;
viii. Participates and represents in a range of national, EU and international meetings, seminars, committees and discussion platforms of relevance to the functioning of the unit;
ix. Follows up and keeps track of internal and external deadlines related to this position’s area of responsibility and liaises with the relevant entities within the appropriate Government structures in order to ensure that deadlines are met in a timely and efficient manner;
x. Undertake any other tasks, which the superior may delegate to them, as may be required; and
xi. Any other duties as directed by the Principal Permanent Secretary.