

## Anness A

<b>Ministeru</b>	Ministeru għall-Edukazzjoni, l-Ispport, iż-Żgħażaġh, ir-Riċerka u l-Innovazzjoni
<b>L-impjieg</b>	Manager II



MINISTERU GHALL-EDUKAZZJONI, L-ISPORT,  
IŻ-ŻGHAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

### Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II fi hdan id-Direttorat għal-Litteriżmu Diġitali u Ħiliet Trasversali jinkludu:

- i. Ifittex kontinwament opportunitajiet biex itejjeb il-proċessi, jissimplifika l-kanali ta' komunikazzjoni u tejjeb il-kollaborazzjoni bejn id-Direttur, Assistent Direttur u t-tim manigerjali;
- ii. Jiffacilita l-fluss ta' informazzjoni, direttivi u deċiżjonijiet bejn id-Direttur, Assistent Direttur u Senior Manager, filwaqt li jiżgura komunikazzjoni ċara u f'waqtha;
- iii. Jissorvelja u jsegwi l-progress fuq proġetti u inizjattivi assenjati lit-tim manigerjali, filwaqt li jiżgura t-tlestija f' waqtha u jirraporta lura lid-Direttur u lill-Assistent Direttur u Senior Manager;
- iv. Jikkollabora mal-Uffiċjali Edukattivi biex jindirizza kwalunkwe kwistjoni jew tħassib u jiffacilita r-riżoluzzjoni tagħhom;
- v. Irawwem relazzjonijiet ta' ħidma effettiva u jipromwovi komunikazzjoni miftuħa bejn id-Direttur, Assistent Direttur u t-tim manigerjali;
- vi. Iżomm informazzjoni aġġornata dwar policies organizzattivi, miri u prijoritajiet strateġiċi biex jipprovdi informazzjoni preċiża u aġġornata lid-Direttur, Assistent Direttur u lit-tim manigerjali;
- vii. Iżomm komunikazzjoni tajba mal-partijiet interessati kollha biex jipprovdi feedback kull fejn ikun meħtieġ;
- viii. Jassisti fil-proċess ta' policy making meħtieġ biex jiġu abbozzati dokumenti ta' pożizzjoni nazzjonali li għandhom jintużaw waqt laqgħat lokali u internazzjonali, inkluż l-assistenza waqt laqgħat u networks ta' konsultazzjoni fuq livell nazzjonali, Ewropew u internazzjonali u li jintlaħqu skadenzi stretti għat-tnejjija u l-għoti ta' feedback meħtieġ;
- ix. Jaġixxi bħala membru manigerjali tad-Direttorat u jkollu rwol attiv bħala membru tat-tim;
- x. Jipparteċipa fil-fora ta' konsultazzjoni u informazzjoni rilevanti;
- xi. Jattendi u jirrappreżenta lill-Ministeru f'konferenzi, laqgħat, taħriġ u seminars nazzjonali jew barra minn Malta kif jista' jkun meħtieġ;
- xii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mill-Assistent Direttur, Direttur, Segretarju Permanenti u Segretarju Permanenti Ewlieni.



<b>Ministry</b>	Ministry for Education, Sport, Youth, Research and Innovation
<b>Job title</b>	Manager II

MINISTRY FOR EDUCATION, SPORT, YOUTH,  
RESEARCH AND INNOVATION  
GREAT SIEGE ROAD, FLORIANA, MALTA

### **Duties and responsibilities**

The duties of Manager II within the Directorate for Digital Literacy and Transversal Skills include:

- i. Continuously seeks opportunities to improve processes, streamline communication channels and enhance collaboration between the Director, Assistant Director and the management team;
- ii. Facilitates the flow of information, directives and decisions between the Director, Assistant Director and the Senior Manager, ensuring clear and timely communication;
- iii. Monitors and tracks progress on projects and initiatives assigned to the management team, ensuring timely completion and reporting back to the Director, Assistant Director and the Senior Manager;
- iv. Collaborate with Education Officers to address any issues and facilitate their resolution;
- v. Fosters effective working relationships and promote open communication between the Director, Assistant Director and the Management team;
- vi. Keeps updated information about organisational policies, goals, and strategic priorities to provide accurate and up-to-date information to the Director, Assistant Director and Management team;
- vii. Acts as liaison with stakeholders to provide feedback whenever necessary;
- viii. Assists in the policy making process required to draft national position papers to be used during local and international meetings, including assistance in consultation meetings and networks on a national, European and international level and meeting tight deadlines to the preparation and provision of the necessary feedback;
- ix. Be involved in the work of the Directorate's management staff and playing an active role as a team member;
- x. Participates in the relevant consultation and information fora;
- xi. Attends and represents the Ministry in conferences, meetings, training and seminars nationally or abroad as may be required;
- xii. Undertakes any other tasks, which the superior may delegate, as may be required;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertakes any other duties as directed by the Assistant Director, Director, Permanent Secretary and Principal Permanent Secretary.