

<b>Ministeru</b>	<i>Ambjent, l-Enerġija u l-Indafa Pubblika</i>
<b>L-impjieg</b>	<i>Manager I (Project Management)</i>

## Anness A



MINISTERU GHALL-AMBJENT, L-ENERĠIJA U L-INDAFA PUBBLIKA  
DIVIŻJONI GHAT-TINDIF U MANUTENZJONI, 87, TRIQ HAL-TARXIEN, HAL-LUQA

### Dmirijiet u responsabbiltajiet

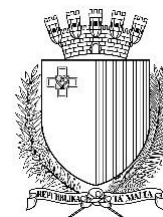
- i. Jassisti lil *management* fl-implimentazzjoni effettiva ta' proġetti infrastrutturali u proġetti oħra tad-Diviżjoni għat-Tindif u Manutenzjoni;
- ii. Jassisti lil *management* sabiex jinstabu opportunitajiet kif l-operat jista' jittejjeb u kif l-użu tar-riżorsi jista' jiġi massimizzat, bil-għan li tinkiseb iktar kwalita', effiċjenza, effikaċja, u puntwalita' fil-konsenja tas-servizzi;
- iii. Jissorvelja proġetti u inizjattivi li jaqgħu taħt id-Diviżjoni għat-Tindif u Manutenzjoni, kif ukoll jissorvelja inizjattivi orizzontali sabiex tiġi żgurata implimentazzjoni fil-ħin;
- iv. Jissorvelja u isegwi l-implimentazzjoni marbuta ma' inizjattivi identifikati, li jinkludu iċċekkjar regolari sabiex jiġi żgurat li l-Istandards tal-Proċeduri u obligazzjonijiet interni u governattivi qed jiġu mħarsa;
- v. Jissorvelja u isegwi rakkomandazzjonijiet mogħtija f'eżerċizzji ta' awditjar interni u esterni, u jirrapporta lil *management* fuq l-implimentazzjoni ta' dawn ir-rakkomandazzjonijiet;
- vi. Jikkoordina u jimplementa riċerka hekk kif mitlub, kif ukoll jassisti fil-kumpilazzjoni u disseminazzjoni ta' informazzjoni relatata ma' proġetti li jaqgħu taħt id-Diviżjoni għat-Tindif u Manutenzjoni;
- vii. Iwettaq verifiki neċessarji u xogħol ieħor relatat mal-funzjoni tal-immaniġjar tal-kuntratti;
- viii. Jassisti fil-formulazzjoni ta' manwali, preżentazzjonijiet u sottomissjonijiet oħra hekk kif mitlub;
- ix. Jassisti fil-ġbir ta' informazzjoni sabiex risposti marbutin ma' Mistoqsijiet Parlamentari, rikjesti marbutin mal-Liberta tal-Infommazzjoni, Każijiet tal-Ombudsman u rikjesti ta' informazzjoni oħrajn, jintbagħtu fil-ħin;
- x. Jassisti fil-ġbir u formulazzjoni tal-*Business & Financial Plans* u *HR Plans*;
- xi. Jikkumpila rapporti perjodiċi, u *data* oħra hekk kif mitlub;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

### Ministeru għall-Ambjent, l-Enerġija u l-Indafa Pubblika

Diviżjoni għat-Tindif u Manutenzjoni, 87, Triq Hal-Tarxien, Hal-Luqa.  
Telefon: 22897300

## Annex A

<b>Ministry</b>	<i>Environment, Energy and Public Cleanliness</i>
<b>Job title</b>	<i>Manager I (Project Management)</i>



MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS  
CLEANSING AND MAINTENANCE DIVISON, 87, TARXIEN, ROAD, LUQA

### Duties and responsibilities

- i. Assist management in the effective implementation of infrastructural and other projects and programmes concerning the Cleansing and Maintenance Division;
- ii. Assist management in seeking opportunities to streamline operations and maximis resource utilisation, with the aim of achieving more quality, efficiency, efficacy and timeliness in the delivery of tasks and services;
- iii. Monitor projects and initiatives falling under the remit of the Cleansing and Maintenance Division as well as horizontal Government initiatives to ensure timely implementation;
- iv. Monitor and follow up the effective implementation of identified initiatives, including conducting regular checks to ensure that Standards of Procedures and other internal and Government-wide obligations are being effectively adhered to;
- v. Monitor and follow up recommendations emanating from internal and external audits, and report accordingly to the management whether such recommendations are being adhered to;
- vi. Coordinate and carry out research as directed, as well as assisting in the compilation and dissemination of information related to projects falling under the remit of the Cleansing and Maintenance Division;
- vii. Carry out the necessary checks and other tasks related to the contract management function;
- viii. Assist in the formulation of manuals, presentations and any other submissions as required;
- ix. Assist in the collation of information for timely replies of Parliamentary Questions, Freedom of Information requests, Ombudsman cases and/or other requests for information;
- x. Assist in the collection and formulation of Business & Financial Plans and HR Plans;
- xi. Compile periodical reports, as well as any other data as required;
- xii. Undertake any other tasks, which the superior may delegate to him/her, as may be required
- xiii. Any other duties as directed by the Principal Permanent Secretary.