Anness A

Ministeru	Ministeru għall-Agrikoltura, Sajd u Drittijiet tal-Annimali
L-impjieg	Post ta' Manager II

Ufficcju tas-Segretarju Permanenti
Pinto Business Centre,
Triq il-Mitħna, Qormi

Dmirijiet u responsabbiltajiet

i. L-iżgurar ta' komunikazzjoni ta' livell għoli ma' direttorati, dipartimenti u entitajiet oħra fi ħdan il-kompetenza tal-Ministeru, u li jinżammu infurmati dwar żviluppi fil-politika tal-UE u internazzjonali relatati mal-produzzjoni agrikola, is-sajd u l-benesseri tal-annimali.

ii. Il-koordinazzjoni tal-pożizzjoni ta' Malta jew tal-informazzjoni mitluba minn Ministeri oħra u/jew istituzzjonijiet tal-UE u internazzjonali fl-oqsma tal-kompetenza tal-Ministeru, biex tiġi żgurata azzjoni f'waqtha u kkoordinata wara konsultazzjoni mal-partijiet interessati.

iii. Il-konsolidazzjoni tal-abbozzar ta' dokumentazzjoni ta' background (instruction notes, briefing notes u speaking notes, eċċ.) għal laqgħat tal-UE relatati mal-portafoll tal-Ministeru, wara l-konsultazzjonijiet meħtieġa.

iv. L-abbozzar ta' Explanatory Memoranda bil-pożizzjonijiet ta' Malta bi tweġiba għal Proposti leġiżlattivi, Komunikazzjonijiet u Rapporti tal-UE fl-oqsma ta' politika tal-Ministeru, wara konsultazzjoni mal-entitajiet rilevanti fi ħdan u barra l-MAFA.

v. Il-koordinazzjoni, l-analiżi, l-ipproċessar u s-sottomissjoni tal-Obbligi ta' Rappurtar tal-UE u/jew internazzjonali fl-oqsma ta' politika tal-Ministeru.

vi. L-immaniġġjar tal-implimentazzjoni tal-proġetti u l-programmi assenjati skont ir-regoli tal-UE u dawk Nazzjonali, b'mod partikolari fl-iżvilupp rurali, is-sajd, l-akkwakultura u l-benesseri tal-annimali.

vii. L-iżvilupp ta' pjanijiet ta' xogħol, inkluż l-issettjar ta' kompiti u skadenzi, kif ukoll il-monitoraġġ u s-sommarju tal-progress tal-proġetti assenjati.

viii. L-assistenza u l-għoti ta' pariri fl-abbozzar ta' formoli ta' applikazzjoni għall-isfruttar ta' Fondi tal-UE relatati mal-portafoll tal-Ministeru, kif ordnat mis-Senior Manager u d-Direttur fid-Direttorat għall-Affarijiet tal-UE u Internazzjonali.

ix. Iż-żamma ta' kuntatt mal-Ministry Procurement Unit u mad-Dipartiment tal-Kuntratti għall-implimentazzjoni ta' proċeduri ta' akkwist relatati ma' proġetti assenjati, inkluż l-assistenza fid-dokumentazzjoni u fil-proċessi ta' għażla.

x. Il-monitoraġġ tal-ispejjeż, l-iskedi ta' żmien u l-kwalità tax-xogħol, kif ukoll il-proposta ta' suġġerimenti għal implimentazzjoni jew prestazzjoni aħjar tal-proġetti assenjati.

xi. L-evalwazzjoni tal-impatti soċjo-ekonomiċi tal-Komunikazzjonijiet, Politiki u Strateġiji tal-Kummissjoni Ewropea fl-oqsma tal-kompetenza tal-Ministeru, permezz ta' riċerka u analiżi dwar l-impatt mistenni fuq Malta u l-politiki tagħha;

xii. Kwalunkwe kompitu ieħor li s-superjuri 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 mis-Segretarju Permanenti Ewlieni.

Annex A

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

Office of the Permanent Secretary
Pinto Business Centre,
Mill Street, Qormi

Duties and responsibilities

i. Ensuring a high level of communication with directorates, departments and entities within the Ministry's remit, and keeping them informed of relevant EU and international policy developments related to agriculture, fisheries and animal welfare.
ii. Coordinating Malta's position or information requested by other Ministries and/or EU and international institutions in the Ministry's policy areas, ensuring timely and coordinated action following stakeholder consultation.
iii. Consolidating the drafting of background documentation (instruction notes, briefing notes and speaking notes, etc.) for EU-related meetings within the Ministry's portfolio, following the necessary consultations.
iv. Drafting Explanatory Memoranda setting out Malta's positions in response to EU legislative Proposals, Communications and Reports within the Ministry's policy areas, following consultation with relevant entities within and outside MAFA.
v. Coordinating, analysing, processing and submitting EU and/or international reporting obligations within the Ministry's policy remit.
vi. Managing the implementation of assigned projects and programmes in accordance with applicable EU and National rules, particularly in relation to rural development, fisheries, aquaculture and animal welfare.
vii. Developing work plans, including setting tasks and deadlines, and monitoring and summarising progress of assigned projects.
viii. Assisting and advising in the drafting of EU funding application forms related to the Ministry's portfolio, as directed by the Senior Manager and Director at the EU and International Affairs Directorate.
ix. Liaising with the Ministry Procurement Unit and the Department of Contracts on procurement procedures for assigned projects, including assistance with documentation and selection processes.
x. Monitoring costs, timelines and quality of work, and proposing improvements to the performance or implementation of assigned projects.
xi. Assessing the socio-economic impacts of Commission Communications, Policies and Strategies within the Ministry's remit through research and analysis to determine their expected impact on Malta and its policies;
xii. Undertakes any other tasks, which the superior may delegate to him/her, 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. Any other duties as directed by the Principal Permanent Secretary.

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