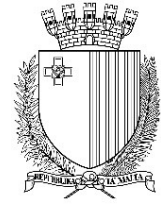


# Anness A

L-impjieg	Manager II (Project Management)
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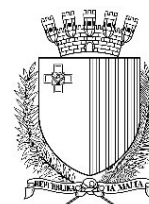
MINISTERU GHALL-AFFARIJJIET BARRANIN U T-TURIŻMU  
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

## Dmirijiet u responsabbiltajiet

*Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.*

- i. Jissorvelja l-implimentazzjoni ta' proġetti li diġa' jezistu u il-monitoraġġ tal-implimentazzjoni tal-proġetti li qed jiżviluppaw;
- ii. Thejjija ta' rapporti ta' monitoraġġ tal-progress u sottomissjoni lill-Project Steering Committee;
- iii. Kollegament mad-Direttorati u l-Unitajiet fid-Dipartiment jew l-Entità u l-partijiet interessati esterni, fejn meħtieġ;
- iv. It-thejjija u l-aġġornament ta' perjodi ta' żmien għal proġetti individwali b'konsultazzjoni mas-sidien tal-proġetti u l-istaff professjonali u tekniku;
- v. Jipprovi l-appoġġ amministrattiv meħtieġ fir-rigward tal-proġetti, inkluż, iżda mhux limitat biss għall-appoġġ fit-tfassil u l-evalwazzjoni ta' tenders, li għaddejjin mid-Dipartiment jew l-Entità kkonċernati;
- vi. Il-kollegament mal-Accounts Unit dwar id-disponibbiltà u l-impenji tal-fondi, kif ukoll il-monitoraġġ tal-implimentazzjoni finanzjarja tal-proġetti;
- vii. Il-monitoraġġ u s-segwitu ta' rapporti finanzjarji u ta' progress;
- viii. Jorganizza laqgħat mat-tim tal-proġett u jhejji minuti;
- ix. Jikkontribwixxi kif meħtieġ għal tfassil tar-rapporti, kif jista' jkun dirett mis-Segretarju Permanenti u/jew id-Direttur tas-Servizzi Korproattivi u/jew ir-rappreżentant/a tiegħu/tagħha;
- x. Iwettaq evalwazzjoni ex-post ta' proġetti kurrenti jew tal-passat tad-Dipartiment jew l-Entità;
- xi. Jiżviluppa u jfassal inizjattivi għal proġetti futuri tad-Dipartiment jew l-Entità u jippjana modi biex jimplimentahom fi skadenzi xierqa;
- xii. Jirrakkomanda u jipparteċipa fl-iżvilupp tal-politiki u proċeduri tad-Dipartiment jew l-Entità;
- xiii. Iwettaq dmirijiet oħra skont kif assenjat mis-Segretarju Permanenti u/jew ir-rappreżentant tiegħu;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

<b>Job title</b>	<i>Manager II (Project Management)</i>
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MINISTRY FOR FOREIGN AFFAIRS AND TOURISM  
PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

### Duties and responsibilities

*Nomenclatures denoting the male gender include also the female gender.*

- i. Overseeing the implementation of already-existing projects underway and monitoring the implementation of the developing projects;
- ii. Preparing progress monitoring reports and submit to the Project Steering Committee;
- iii. Liaising with the Directorates and Units within the Department or Entity and the external stakeholders, where necessary;
- iv. Preparing and updating timeframes for individual projects in consultation with project owners and the professional and technical staff;
- v. Providing necessary administrative support in relation to the projects, including but not limited to the support in the drafting and evaluation of tenders, underway by the Department or Entity concerned;
- vi. Liaising with the Accounts Unit on funds availability and commitments as well as the monitoring of the financial implementation of the projects;
- vii. Monitoring and following up on progress and financial reports;
- viii. Organising meetings with the project team and preparing minutes;
- ix. Contributing as required towards the drafting of reports, as may be directed by the Permanent Secretary and/or Director Corporate Services and/or his/her representative;
- x. Carry out an ex-post evaluation of past and current projects of the Department or Entity;
- xi. Develop and draw up initiatives for future projects of the Department or Entity and plan ways to implement them within proper timeframes;
- xii. Recommend and participate in the development of the Department or Entity policies and procedures;
- xiii. Carries out any other duties as assigned by the Permanent Secretary and/or his representative;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.

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### Corporate Services Directorate

Ministry for Foreign Affairs and Tourism, Allied House, 331, St. Paul Street, Valletta  
Email: recruitment.foreign@gov.mt