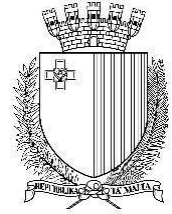


Anness A



UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA,
MALTA

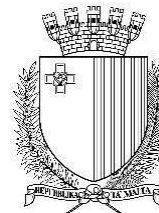
Ministeru	Uffiċċju tal-Prim Ministru
L-Impjeg	Manager II

Dmirijiet u responsabbiltajiet

- i. Jassisti lid-Direttur (Implimentazzjoni għall-Proġetti) fil-koordinament tal-proġetti, partikularment fejn hemm riskji jew skadenzi stretti kif ukoll fil-koordinazzjoni tal-imsieħba u/jew partijiet ta' interess tad-Direttorat;
- ii. Jiżgura li kwalunkwe kwistjoni partikolari fuq proġetti tiġi segwita u eskalata skont il-ħtieġa u fl-ippreparar ta' aġġornamenti frekwenti u rappurtaġġ fil-ħin dwar it-twertieq tal-proġetti;
- iii. Iwettaq monitoraġġ u jirrapporta b'mod regolari dwar il-progress tat-twertieq tal-proġetti, fost oħrajn dawk li joħorġu mill-baġit u dawk relatati mal-Programm tal-Gvern;
- iv. Jassisti fil-preparazzjoni, kif ukoll iżomm aġġornat il-lista ta' proġetti, miżuri u inizjattivi flimkien mal-Ministeri rispettivi, fuq il-miżuri li jaqgħu taħt ir-responsabbiltà tad-Direttorat għall-Implimentazzjoni;
- v. Jiċċekkja, jivverifika u janalizza l-pjanijiet t'azzjoni sottomessi mill-Ministeri għat-twertieq tal-proġetti u tal-miżuri;
- vi. Isegwi mal-*Focal Points* u fejn hemm bżonn mal-Project Leaders permezz ta' telefonati jew laqgħat skont il-ħtieġa kif ukoll isegwi u jassisti fuq sfidi li l-Ministeri jiffaċċjaw ma' partijiet terzi waqt l-implimentazzjoni tal-miżuri u proġetti li jaqgħu taħt ir-responsabbiltà tad-Direttorat;
- vii. Janalizza r-rapporti mibgħutin mill-Focal Points dwar l-implimentazzjoni tal-proġetti skont il-pjanijiet ta' azzjoni approvati u jipprovdi analiżi fit-tbassir tal-progress t'implimentazzjoni tal-miżuri u fil-kumpilazzjoni tad-data u l-informazzjoni skont kif meħtieġ;
- viii. Regolarment jipprepara rapporti dwar l-istat tal-implimentazzjoni, b'mod partikolari dwar miri milhuqin, u fl-istess ħin jiġbed l-attenzjoni dwar nuqqasijiet jew kwistjonijiet oħra;
- ix. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti varji;
- x. Ikun responsabbli għal żamma xierqa ta' data u/jew statistika dwar it-twertieq, kif ukoll kumpilazzjoni korretta t'informazzjoni u rapporti għall-użu tal-Uffiċċju tas-Segretarju Permanenti Ewlieni;
- xi. Jorganizza żjarat fuq il-post tax-xogħol biex ikun jista' jevalwa u jirrapporta fuq il-progress ta' proġett u jivverifika l-andament ta' tali xogħol;
- xii. Jassisti fl-immaniġġjar u l-użu ta' sistemi online ta' monitoraġġ u tal-kollezzjoni tad-data;
- xiii. Jassigura ż-żamma tajba ta' dokumentazzjoni skont kif mitlub;
- xiv. Jassisti fit-tfassil u l-għotja ta' taħriġ u laqgħat kif mitlub kif ukoll fit-twertieq ta' relazzjonijiet pubbliċi u ta' outreach kif meħtieġ mill-manigment; u

xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Prime Minister
Job Title	Manager II

OFFICE OF THE PRIME MINISTER
CASTILLE PALACE, VALLETTA,
MALTA

Duties and responsibilities

- i. Assists the Director (Project Implementation) in the coordination of projects, particularly where there are risks or tight deadlines as well as in the coordination of the Directorate's partners and/or stakeholders;
- ii. Ensures that any particular issues on projects are followed up and escalated as necessary and in preparing frequent updates and timely reporting on project implementation;
- iii. Monitors and reports regularly on the progress of the implementation of projects, inter alia those arising from the budget and those related to the Government Programme;
- iv. Assists in the preparation, as well as keeps up to date the list of projects, measures and initiatives together with the respective Ministries, on the measures falling under the responsibility of the Implementation Directorate;
- v. Checks, verifies and analyses the action plans submitted by Ministries for carrying out projects and measures;
- vi. Follows up with Focal points and where necessary with Project Leaders through telephone calls or meetings as required as well as follows up and assists on challenges that Ministries face with third parties during the implementation of measures and projects falling under the responsibility of the Directorate;
- vii. Reviews the reports submitted by Focal points on the implementation of the projects in accordance with the approved action plans and provides analysis in forecasting the progress of implementation of the measures and in compiling data and information as required;
- viii. Regularly prepares reports on the state of implementation, in particular on targets achieved, and at the same time draws attention to shortcomings or other issues;
- ix. Assists in the compilation of various publications and reports;
- x. Be responsible for the proper retention of performance data and/or statistics, as well as a correct compilation of information and reports for the use of the Office of the Principal Permanent Secretary;
- xi. Organises on-site visits to evaluate and report on the progress of a project and verifies the progress of such work;
- xii. Assists in the management and use of online monitoring and data collection systems;
- xiii. Ensures the proper maintenance of documentation as required;
- xiv. Assists in the design and delivery of training and meetings as requested as well as in the

Office of the Prime Minister

Office of the Prime Minister, Auberge de Castille, Valletta
Telephone: 2200 - 0000

conduct of public relations and outreach as required by management; and

xv. Any other duties as directed by the Principal Permanent Secretary.