

# Anness A

<b>Ministeru</b>	Uffiċċju tal-Prim Ministru
<b>L-Impjeg</b>	Manager II



UFFIĊĊJU TAL-PRIM MINISTRU  
3, PJAZZA KASTILJA, VALLETTA, MALTA

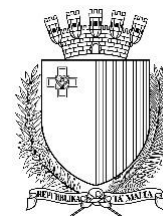
## Dmirijiet u responsabbiltajiet

- i. Jassisti fl-iżvilupp u l-implimentazzjoni ta' policies relatati mad-Direttorat rispettiv;
- ii. Iżomm rekords u fajls aġġornati u statistika relatata mar-rwol assenjat, u jwieġeb għall-mistoqsijiet permezz ta' korrispondenza, ittri elettronici, bit-telefown jew kuntatt personali;
- iii. Iwettaq verifiki relatati mal-Immaniġġjar tan-Nies fil-ministeri u l-entitajiet rispettivi biex jivverifika li proċeduri ta' standard stabbiliti u l-implimentazzjoni tal-proċessi delegati qegħdin jiġu rispettati;
- iv. Jikkoordina l-One-Stop-Shop għall-Uffiċjali Pubbliċi u jiggwida lill-impjegati li jaqgħu taħt ir-responsabbiltà tiegħu biex jindirizzaw mistoqsijiet u każijiet, inkluż grievances, tal-One-Stop-Shop għall-Uffiċjali Pubbliċi, jirrispondi fil-ħin u jsegwi l-implimentazzjoni tar-rakkomandazzjonijiet;
- v. Jagħmel ittri jew rapporti relatati ma' sitwazzjonijiet skont id-doveri li jkunu fis-seħħ;
- vi. Jikkomunika ma' diversi stakeholders skont il-ħtieġa, u jassisti fl-organizzazzjoni ta' outreach regolari u sessjonijiet ta' taħriġ mal-ministeri u entitajiet tal-Gvern rispettivi;
- vii. Jassisti fit-tweġibiet ta' mistoqsijiet parlamentari u każijiet tal-Ombudsman u jagħmel rapporti, prezentazzjonijiet, speaking notes u sottomissjonijiet oħra kif ikun meħtieġ;
- viii. Jagħmel ricerka, janalizza r-riżultati u jhejji rapporti dwar ir-riżultati;
- ix. Jivverifika u jipproċessa applikazzjonijiet relatati mad-doveri assenjati;
- x. Jipprovdi sapport u gwida lill-impjegati dwar il-kundizzjonijiet tal-impjeg, u applikazzjonijiet għal-leaves speċjali, miżuri ta' bilanċ bejn il-ħajja u x-xogħol, u prattici moderni fuq il-post tax-xogħol;
- xi. Jikkoordina u jimplementa attivitajiet, proġetti u dmirijiet ad hoc fil-qasam tar-Riżorsi

Umani;

- xii. Jassisti fl-evalwazzjoni tal-proċessi tad-Diviżjoni dwar Nies u Standards; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



<b>Ministry</b>	Office of the Prime Minister
<b>Job Title</b>	Manager II

OFFICE OF THE PRIME MINISTER  
3, PJAZZA KASTILJA, VALLETTA, MALTA

## Duties and responsibilities

- i. Provides support in the development, fine-tuning and implementation of policies of the respective Directorate;
- ii. Maintains updated records and files and statistics pertaining to the assigned remit, and attends to queries through correspondence, email, telephone or personal contact;
- iii. Carries out compliance checks within ministries and entities as required, in order to verify that established standard procedures and the implementation of delegated processes are being adhered to;
- iv. Coordinates the One-Stop-Shop for Public Officers and guides junior employees to attend to queries and cases, including grievances, received through the One-Stop-Shop for Public Officers, provides timely replies and follows up on the implementation of recommendations;
- v. Draws letters or reports related to matters within the remit of the duties being carried out;
- vi. Liaises with various stakeholders accordingly and carries out regular outreach and training sessions with line ministries and entities;
- vii. Drafts timely replies to parliamentary questions and Ombudsman cases, reports, presentations, speaking notes and any other submissions as required;
- viii. Carries out research, analyses results and draws reports on findings;
- ix. Carries out vetting and processing of applications related to the the remit of the duties being carried out;
- x. Provides support and guidance to employees and line ministries regarding conditions of employment and applications on special leaves, work-life balance measures, and modern work practices;

- xi. Coordinates and implements Human Resources Management activities, projects, and ad hoc assignments;
- xii. Assists in the evaluation of the People and Standards Division's processes; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.