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| Ministeru | Uffiċċju tal-Prim Ministru |
| L-Impjeg | Assistant Manager |



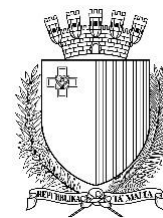
UFFIĊĊJU TAL-PRIM MINISTRU
3, PJAZZA KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Iwettaq dmirijiet relatati mal-Immaniġġjar tan-Nies bħall-ingaġġ, movimenti u żamma ta' impjegati;
- 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. Jindirizza talbiet u każijiet, inkluż grievances, li jidhlu fil-One-Stop-Shop għall-Uffiċjali Pubblici, jipprovdi risposti fil-ħin u jassigura l-implimentazzjoni f'waqtha u korretta 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, preżentazzjonijiet, speaking notes u sottomissjonijiet oħra kif ikun meħtieġ;
- viii. Jagħmel ricerka, janalizza r-riżultati u jhejji rapporti dwar ir-riżultati;
- ix. Jorganizza u jipparteċipa f'laqgħat u jżomm minuti tad-deċiżjonijiet meħuda waqt il-laqgħat;
- 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 prattiċi moderni fuq il-post tax-xogħol;

- xi. Jassisti fit-tnedija u aġġornament ta' policies manigerjali, manwali, kodiċi, regolamenti u templates sabiex jirriflettu l-ħtiġijiet dinamiċi tal-Amministrazzjoni Pubblika moderna;
- xii. Jassisti fl-evalwazzjoni tal-proċessi tad-Divizjoni dwar Nies u Standards;
- xiii. Jagħmel doveri relatati mal-inventarju tad-Direttorat u x-xiri ta' kartolerija; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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| Ministry | Office of the Prime Minister |
| Job Title | Assistant Manager |

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

Duties and responsibilities

- i. Carries out duties related to People Management including recruitment, movements and retention of employees;
- 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 related to People Management 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. Attends 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. Carry out research, analyses results and draws reports on findings;
- ix. Organises and participates in meetings and keeps minutes of decisions taken during the meetings;
- 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. Assists in the reviewing and updating of management policies, manuals, codes,

regulations and related templates to reflect the dynamic requirements of a modern Public Administration;

- xii. Assists in the evaluation of the People and Standards Division's processes;
- xiii. Carries out duties related to the Directorate's inventory and procurement of stationary; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.