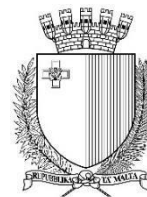


Anness A



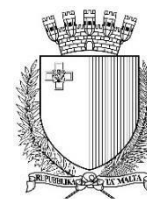
MINISTERU GĦALL-UGWALJANZA
U D-DRITTIJET ĊIVILI

Ministeru	Ministeru għall-Ugwaljanza u d-Drittijiet Ċivili
L-impjieg	Manager I

Dmirijiet u responsabbiltajiet

- i. Jassisti l-management fi kwistjonijiet amministrattivi ta' kuljum, hekk kif assenjat mill-management;
- ii. Jirrapporta regolarment lill-management u lill-istakeholders rilevanti kif ordnat;
- iii. Iżomm ruħu aġġornat bl-iżviluppi f' oqsma ta' interess għat-Taqsima rispettiva u jiddiskuti mas-senior management rispettiv l-inizjattivi li għandhom jittiehdu;
- iv. Jiġbor u janalizza informazzjoni u statistika għall-użu ta' kitba ta' rapporti u/jew eżekuzzjoni ta' kompiti oħra meħtieġa, taħt is-superviżjoni, kif ikun meħtieġ, inkluża statistika mitluba għall-mistoqsijiet parlamentari, fost l-oħrajn;
- v. Ikun responsabbli għall-ipproċessar f' waqt ta' transazzjonijiet fiskali u finanzjarji, verifiki, rekordjar, rendikonti u rikonċiljazzjoni;
- vi. Jissorvelja u jsegwi riċerka kompluta biex jipprovdi analiżi tar-riżultati u l-kontribuzzjoni tal-istess riċerka lejn is-servizz;
- vii. Imexxi inizjattivi ta' bidla li jkunu qiegħdin isiru mit-Taqsima u d-Direttorat rispettivi;
- viii. Jipprovdi l-appoġġ meħtieġ lis-senior management fit-tmexxija tas-servizzi pprovduti mid-dipartiment;
- ix. Jassisti lis-senior management fit-twettiq tar-riċerka u l-preparazzjoni ta' politiki, hekk kif applikabbli, fir-rigward tal-oġettivi tad-dipartiment;
- x. Jassisti lis-senior management biex b' mod effettiv jimmaniġġja l-finanzi u r-riżorsi umani fdati lid-dipartiment;
- xi. Jikkontribwixxi f' rappurtaġġ regolari, inkluż ir-Rapport Annwali u l-Business Plan;
- xii. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial Plan;
- xiii. Jipproponi rakkomandazzjonijiet għas-simplifikazzjoni tal-proċessi u jsegwi l-implimentazzjoni tagħhom;
- xiv. Jipprovdi appoġġ u jiżgura l-aġġornament regolari ta' databases relatati mal-operat tat-Taqsima u tad-Dipartiment;
- xv. Jesegwixxi ċekkjar u vverifikar skont l-istruzzjonijiet mogħtija u r-regolamenti u proċeduri applikabbli, u jassigura li r-rapporti ppreparati jiġu vverifikati u sussegwentament sottomessi fil-hin;
- xvi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvii. Iwettaq kompiti oħra li, minn żmien għal żmien, jistgħu jiġu assenjati mis-Segretarju Permanenti.
- xviii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR EQUALITY
AND CIVIL RIGHTS

Ministry	Ministry for Equality and Civil Rights
Job title	Manager I

Duties and Responsibilities

- i. Assists the management with day to day administrative issues as assigned by the management;
- ii. Reports regularly to the management and relevant stakeholders as directed;
- iii. Keeps up to date with developments in areas of interest to the respective unit and discusses with the respective senior management possible initiatives to be undertaken;
- iv. Collects and analyses statistical data and information used to complete reports and/or tasks, under supervision, as required, including data requested for parliamentary questions, amongst others;
- v. Is responsible for the timely and correct processing of fiscal and financial transactions, verifications, recording, tracking and reconciliation;
- vi. Monitors and follows up on completed research to provide analysis of the outcomes and its contribution towards the service;
- vii. Drives change initiatives that are being undertaken by the respective unit or directorate;
- viii. Provides support to senior management in the delivery of services;
- ix. Assists senior management in conducting research and preparing draft policies as applicable in relation to the Department's objectives;
- x. Assists the senior management in managing effectively the financial and human resources entrusted to the department;
- xi. Contributes to regular reporting including Annual Report and Business Plan;
- xii. Contributes to Budget planning and control, and the compilation of the business and Financial Plan;
- xiii. Proposes recommendations for simplification of processes and follows up on their implementation;
- xiv. Provides support and ensures regular updating of databases relating to operations of the unit or directorate;
- xv. Carries out checks and verifications according to instructions received and applicable regulations and procedures, and ensures that reports prepared are vetted and subsequently submitted in a timely manner;
- xvi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvii. Carries out other tasks that may, from time to time, be assigned by the Permanent Secretary;
- xviii. Any other duties as directed by the Principal Permanent Secretary.