

Anness A

Ministry:	<i>Ministeru għall-Energija, l-Ambjent u R-Rigenerazzjoni tal-Port il-Kbir</i>	 GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIGENERAZZJONI TAL- PORT IL-KBIR
Job Title:	<i>Financial Controller</i>	
Dmirijiet u Responsabbiltajiet		

- i. Tassisti fl-iżvilupp ta' pjanijiet ta' ħidma, inkluż l-istabbiliment ta' kompiti, skadenzi u l-monitoraġġ tal-progress ta' Proġetti Ffinanzjati mill-UE;
- ii. Tassisti fit-tnejn ta' rapporti dwar il-progress u kull rapport ieħor relatat mal-Proġett kif meħtieġ, u fit-tliet ta' informazzjoni fuq is-siti u l-pjattaformi tal-Proġett;
- iii. Tassisti fil-ġestjoni tal-informazzjoni kollha relatata mal-implimentazzjoni tal-proġetti tal-UE u tiżgura li kull azzjoni meħtieġa tittiehed fil-ħin;
- iv. Tassisti fl-organizzazzjoni ta' verifiki finanzjarji interni tal-proġetti tal-UE, filwaqt li tiżgura li l-proġetti jimxu mar-regolamenti tal-programmi ta' finanzjament tal-UE u mal-Proċeduri Uffiċjali tas-Settur Pubbliku;
- v. Kumpilazzjoni ta' l-informazzjoni kollha tal-proġett , inkluż ta' rekords adegwati li għandhom iservu bħala bażi għal ġestjoni finanzjarja ta' kull attività;
- vi. Torganizza u tipparteċipa fil-laqgħat rilevanti (lokalment u/jew barra minn Malta) kull meta applikabbli u meħtieġ;
- vii. Tassisti fil-kumpilazzjoni u l-verifika ta' talbiet għal kwotazzjonijiet, dokumenti ta' tender u proċessi ta' għażla, kif ukoll f'kull dmir ieħor relatat;
- viii. Tikkoordina mal-partijiet interessati, dipartimenti u sezzjonijiet rilevanti sabiex l-attivitajiet tal-Proġett jimxu bla xkiel;
- ix. Iżomm id-dokumentazzjoni kollha meħtieġa għall-Proġett kif ukoll ittella' d-dokumentazzjoni neċessarja u tiġi żgurata manutenzjoni ottimali tal-fajls tal-Proġett;
- x. Twettaq kull dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' oqsma oħra kif ikkonfermat mis-Segretarju Permanenti;
- xi. Twettaq kull kompitu ieħor li s-superjur jista' jiddelega lilha/lilu, kif jista' jkun meħtieġ;
- xii. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	<i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i>	 GOVERNMENT OF MALTA MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	<i>Financial Controller</i>	
Duties and Responsibilities		

- i. Assist in the development of work plans, including setting tasks, deadlines and monitoring progress of EU Funded Projects;
- ii. Assist in the preparation of progress and any other Project related reports as required, and uploading of information on the Project websites and platforms;
- iii. Assist in the management of all the relative information on implementation of the EU projects and assurance that all action required is taken in a timely manner;
- iv. Assist in the organisation of internal EU project financial audits, ensuring that projects adhere to EU funding programmes regulations and Public Procurement Procedures
- v. Recording of all pertinent activities, including compiling adequate records which should serve as a basis for sound financial management;
- vi. Organise and participate in the relevant meetings (locally and/or abroad) whenever applicable and required;
- vii. Assisting in the compilation and vetting of request for quotations, tender documents and selection processes and any other related duties;
- viii. Liaising with the relevant stakeholders, departments and sections for the smooth running of the Project activities;
- ix. Maintaining all the necessary documentation for the Project as well as uploading the necessary documentation and ensuring an optimal upkeep of Project Files;
- x. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xi. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary