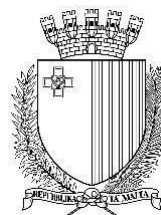


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjeg	<i>Assistant Manager</i>



MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

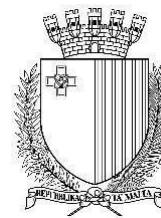
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Manager fi hdan id-Direttorat tar-Resourcing jinkludu:

- i. Jikkompila l-informazzjoni kollha mitluba meħtieġa għall-ippjanar effettiv, il-gbir tad-data kif dirett mill-Maniġment Superjuri;
- ii. Izomm kif meħtieġ id-databases u s-sistemi ta' filing neċessarji fil-files tas-sejha għall-applikazzjonijiet u l-files personali;
- iii. Jappoġġja l-gbir tad-data u r-rekords tar-Riżorsi Umani billi jzomm sistema ta' preżentata u ta' rkupru u jzomm rekords tal-passat u attwali, li għandha tiġi allinjata mas-sistema ċentrali ta' DAKAR kif meħtieġ;
- iv. Jappoġġja kif meħtieġ, biex jara li kwistjonijiet relatati mal-politiki, il-programmi u l-prattiki tarriżorsi umani huma konformi mal-politiki ċentrali;
- v. Jassisti fil-kontrolli regolari ta' konformità li jiżguraw li l-politiki stabbiliti jkunu qed jiġu osservati, u jassisti fil-kumpilazzjoni tar-rapporti dwar miżuri korrettivi meħtieġa mill-manigment superjuri u l-partijiet involuti;
- vi. Jikkontribwixxi kif meħtieġ fir-rigward ta' sejhiet għall-pubblikazzjoni li jsegwu l-mudelli rispettivi u jappoġġja l-monitoraġġ tat-tnejja ta' tali sejhiet;
- vii. Jappoġġja l-ghoti ta' kwalunkwe data meħtieġa f'każ ta' negozjati mat-trade unions;
- viii. Jikkollabora mal-IPS fir-rigward tad-data tal-impjegati li jeħtieġu induzzjoni;
- ix. Ixerred informazzjoni u aġġornamenti dwar l-amministrazzjoni pubblika kif meħtieġ;
- x. Jipparteċipa fil-funzjonijiet operattivi fir-rigward tar-resourcing, prinċipalment fl-aġġornament ta' informazzjoni relatata mad-deskrizzjonijiet tal-impjeg għall-karigi/pozizzjonijiet kollha;
- xi. Jappoġġja u jipparteċipa b'mod attiv fil-forniment ta' servizz ta' eċċellenza lill-klijenti u jippromovi l-kultura ta' eċċellenza b'mod partikolari l-ethos tas-Servizz Pubbliku;
- xii. Jwettaq dmirijiet oħra kif assenjati mill-Maniġment Superjuri minn żmien għal żmien;
- xiii. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

.Annex A

Ministry	Ministry for Education and Sport
Job title	<i>Assistant Manager</i>



MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Assistant Manager within Resourcing Directorate include:

- i. Compiles all requested information required for effective planning, data collation as directed by senior management;
- ii. Maintains as required the necessary databases and filing systems in the call for applications and personal files;
- iii. Supports in the collations of data and human resource records by maintaining a filing and retrieval system and keeping past and current records, which is to be aligned to the Central DAKAR system as required;
- iv. Supports as required, in overseeing that matters related to human resources policies, programmes and practices are compliant with central policies
- v. Assists in the regular compliance checks that ensure that established policies are being adhered to and supports with the compilation of reports on corrective measures required by senior management and parties involved;
- vi. Contributes as necessary with respect to calls for publication which follow the respective templates and supports with monitoring the preparation of such calls;
- vii. Supports with providing any required data in case of negotiations with trade unions;
- viii. Liaises with the IPS in relation to data of employees who require induction;
- ix. Disseminates information and updates on the public administration as required;
- x. Participates in the operational functions in relation to resourcing mainly in the updating of information related to job descriptions for all posts/positions;
- xi. Supports and actively participates in the provision of a service of excellence to clients and promotes culture of excellence particularly ethos of the Public Service;
- xii. Carrying out any other duties as assigned by Senior Management team from time to time;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.