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| <b>Ministeru</b> | Ministeru għall-Edukazzjoni u l-Isport |
| <b>L-impjeg</b>  | Senior Manager                         |

### Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Senior Manager fi hdan id-Dipartiment fid-Direttorat tal-Logistika u Infrastruttura jinkludu:

- i. Imexxi l-formulazzjoni, l-implimentazzjoni, u l-monitoraġġ ta' strateġiji relatati mal-infrastruttura, il-logistika u s-servizzi operattivi tal-iskejjel;
- ii. Isarraff il-politiki u l-oġettivi strateġiċi tal-Ministeru fi pjanijiet operazzjonali, programmi u miri li jistgħu jitkejlu;
- iii. Jigu identifikati l-infrastruttura u l-htigijiet operattivi madwar l-iskejjel u jigu żviluppati oqfsa ta' ppjanar fuq terminu medju u twil;
- iv. Jikkordina, jissorvelja u jsegwu l-manutenzjoni ta' bini, faċilitajiet u grounds tal-iskola, filwaqt li jiżgura intervent f' waqt u osservanza tal-proċeduri stabbiliti;
- v. Jiżgura li jkun hemm sistemi effettivi għall-manutenzjoni preventiva u korrettiva, inklużi mekkaniżmi ta' eskalazzjoni għal xogħlijiet kumplessi;
- vi. Imexxi l-ippjanar, il-koordinazzjoni u t-twassil ta' servizzi logistiċi u operattivi fl-iskejjel kollha, filwaqt li jiżgura l-effiċjenza u l-kontinwita' tas-servizz;
- vii. Jidderiegi u jimmonitorja l-ippjanar u l-implimentazzjoni ta' proġetti infrastrutturali u operazzjonali, filwaqt li jiżgura t-twettiq fl-ambitu, l-iskedi ta' żmien u l-baġit;
- viii. Jimmaniġġja r-riskji, il-kwistjonijiet u d-dipendenzi tal-proġetti u jimplimenta azzjonijiet korrettivi meta jkun meħtieġ;
- ix. Jikkontribwixxi għall-proċessi tal-akkwist, inkluż it-thejjija tal-offerti, l-evalwazzjoni u l-ġestjoni tal-kuntratti;
- x. Jistabbilixxi u jżomm sistemi għall-monitoraġġ tal-prestazzjoni operazzjonali, l-attivitajiet ta' manutenzjoni u l-progress tal-proġett;
- xi. Jiġbor, janalizza u jippreżenta rapporti, data u indikaturi ewlenin tal-prestazzjoni lid-Direttur;
- xii. Jiżgura l-osservanza tal-iskedi ta' żmien, il-politiki, l-istandards u r-rekwiżiti regolatorji;
- xiii. Imexxi, jimmaniġġja u jiżviluppa timijiet multidixxiplinarji, filwaqt li jiżgura l-prestazzjoni, l-impenn u l-iżvilupp professjonali kontinwu;
- xiv. Jalloka x-xogħol, jistabbilixxi miri ta' prestazzjoni u jimmonitorja l-outputs tal-persunal biex jiżgura li jintlahqu l-istandards tat-twassil tas-servizz;
- xv. Jippromwovi kultura ta' obbligu ta' rendikont, kollaborazzjoni u eċċellenza fis-servizz;

- xvi. Jaġixxi bħala l-punt ewlieni ta' koordinazzjoni bejn l-iskejjel, il-kulleġġi, id-direttorati, il-kuntratturi u l-partijiet interessati esterni;
- xvii. Jiġu żgurati kanali ta' komunikazzjoni ċari u tixrid f' waqtu ta' informazzjoni operazzjonali;
- xviii. Jikkontribwixxi għall-iżvilupp u l-aġġornament ta' politiki, proċeduri u linji gwida operattivi;
- xix. Jidentifika l-ineffiċjenzi u jintroduċi titjib fil-proċess, innovazzjoni u soluzzjonijiet diġitali fejn xieraq;
- xx. Jidentifika riskji operazzjonali u relatati mal-infrastruttura u jimplimenta miżuri ta' mitigazzjoni u ta' kontinġenza;
- xxi. Jiżgura l-aderenza mar-regolamenti tas-saħħa u s-sikurezza, ir-regoli tal-akkwist u d-direttivi tal-amministrazzjoni pubblika;
- xxii. Jappoġġa tmexxija għolja fil-kisba tal-oġġettivi u l-prijoritajiet tal-Ministeru;
- xxiii. Jipparteċipa f' inizzjattivi, proġetti (inklużi inizzjattivi ffinanzjati mill-UE), u funzjonijiet amministrattivi bejn Direttorat u ieħor;
- xxiv. Iwettaq u jassisti f' awditjar relatat ma' proġetti u strutturi individwali fi ħdan il-portafoll tal-Ministeru u s-segwitu tagħhom u jirrapporta kwalunkwe kwistjoni li jisthoqqilha l-attenzjoni tas-superjur dirett tiegħu;
- xxv. Jagħmel użu mis-sistemi tat-Teknoloġija tal-informatika kif stabbiliti mid-Dipartiment;
- xxvi. Jipparteċipa f' kull sessjoni ta' taħriġ kif organizzat mill-Ministeru, l-Istitut tas-Servizz Pubbliku jew entitajiet oħra tas-Servizz Pubbliku kif dettat mill-esiġenzi tax-xogħol ta' żvilupp kontinwu tal-Ministeru;
- xxvii. Iwettaq kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ; u
- xxviii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xxix. Dmirijiet oħra skont struzzjonijiet mogħtija mis-Segretarju Permanenti ewlieni.



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

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| <b>Ministry</b>  | Ministry for Education and Sport |
| <b>Job title</b> | Senior Manager                   |

### Duties and responsibilities

The duties of Senior Manager within the Logistics and Infrastructure Directorate include:

- i. Lead the formulation, implementation, and monitoring of strategies related to schools' infrastructure, logistics, and operational services;
- ii. Translate Ministry policies and strategic objectives into operational plans, programmes, and measurable targets;
- iii. Identify infrastructure and operational needs across schools and develop medium- and long-term planning frameworks;
- iv. Coordinate, supervise, and monitor the maintenance of school buildings, facilities, and grounds, ensuring timely intervention and compliance with established procedures;
- v. Ensure effective systems are in place for preventive and corrective maintenance, including escalation mechanisms for complex works;
- vi. Lead the planning, coordination, and delivery of logistics and operational services across all schools, ensuring efficiency and service continuity;
- vii. Direct and monitor the planning and implementation of infrastructure and operational projects, ensuring delivery within scope, timelines, and budget;
- viii. Manage project risks, issues, and dependencies, and implement corrective actions when required;
- ix. Contribute to procurement processes, including tender preparation, evaluation, and contract management;
- x. Establish and maintain systems for monitoring operational performance, maintenance activities, and project progress;
- xi. Compile, analyse, and present reports, data, and key performance indicators to Director;
- xii. Ensure compliance with timelines, policies, standards, and regulatory requirements;
- xiii. Lead, manage, and develop multidisciplinary teams, ensuring performance, engagement, and continuous professional development;
- xiv. Allocate work, set performance targets, and monitor staff outputs to ensure service delivery standards are met;
- xv. Promote a culture of accountability, collaboration, and service excellence;
- xvi. Act as the main point of coordination between schools, colleges, directorates, contractors, and external stakeholders;

- xvii. Ensure clear communication channels and timely dissemination of operational information;
- xviii. Contribute to the development and updating of policies, procedures, and operational guidelines;
- xix. Identify inefficiencies and introduce process improvements, innovation, and digital solutions where appropriate;
- xx. Identify operational and infrastructure-related risks and implement mitigation and contingency measures;
- xxi. Ensure adherence to health and safety regulations, procurement rules, and public administration directives;
- xxii. Support senior leadership in achieving Ministry objectives and priorities;
- xxiii. Participate in cross-directorate initiatives, projects (including EU-funded initiatives), and administrative functions;
- xxiv. Performs and assist in Audits related to individual projects and structures within the Ministry portfolio and their follow-up and reports any issues which merit the attention of his direct superior;
- xxv. Make use of the Information Technology systems as established by the Department;
- xxvi. Participates in any training sessions as organised by the Ministry, Institute of Public Service or other Public Service entities as dictated by the Ministry's continuous development work exigencies;
- xxvii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xxviii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xxix. Any other duties as directed by the Principal Permanent Secretary.