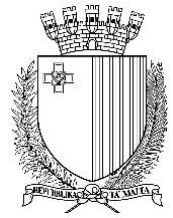


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Uffiċjal Edukattiv (Educational Support Services)



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

Dmirijiet u responsabbiltajiet

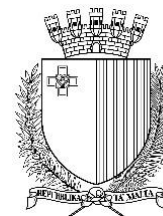
Id-dmirijiet ta' Uffiċjal Edukattiv (Educational Support Services) (EO – ESS) jinkludu:

- i. jiżgura li jitharsu l-policies u l-provvedimenti stipulati fl-Att dwar l-Edukazzjoni, kif ukoll policies u provvedimenti oħra tal-MES;
- ii. jintegra l-perspettiva tal-ġeneru fi programmi u inizjattivi tad-Direttorati;
- iii. jgħin fit-thejjija ta' estimi finanzjarji u ppjanar ekonomiku;
- iv. jiġbor u jzomm data u statistika rilevanti;
- v. jiġbor, janalizza, jirriċerka u jevalwa data sabiex tintuża biex ikunu ppjanati u mmaniġġjati servizzi, proġetti u sistemi;
- vi. jissostitwixxi l-Assistent Direttur kif meħtieġ;
- vii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- viii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Aktar dettalji dwar ir-rwol ta' EO – ESS marbuta mas-sugġett/qasam ta' dan il-post jistgħu jiġu aċċessati mis-sit elettroniku: <https://peoplemanagement-education.gov.mt/postijiet-vakanti/>.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Education Officer (Educational Support Services)



MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of an Education Officer (Educational Support Services) (EO – ESS) include:

- i. ensures that the policies and provisions laid down in the Education Act, as well as other policies and provisions of MES are adhered to;
- ii. integrates the gender perspective in programmes and initiatives of the Directorates;
- iii. assists in the preparation of budgets and business planning;
- iv. collects and maintains relevant data and statistics;
- v. gathers, analyses, researches and evaluates data and uses it to plan and manage services, projects and systems;
- vi. deputises for the Assistant Director as instructed;
- vii. undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- viii. any other duties as directed by the Principal Permanent Secretary.

Further details of the role of an EO – ESS according to subject/area may be accessed from the website: <https://peoplemanagement-education.gov.mt/en/vacancies-2/>.