

Anness A

L-impjieg	Manager II
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MINISTERU GHALL-AFFARIJJIET BARRANIN U EWROPEJ
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

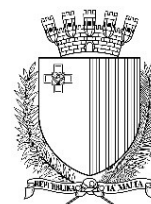
- i. Jittraduċi data f'informazzjoni kwantitattiva u kwalitattiva biex jappoġġja lill-Maniġment Għoli fil-formulazzjoni ta' deċiżjonijiet strateġiċi, tattiki u operazzjonali infurmati u fit-tfassil ta' Strateġija proattiva ta' Ġestjoni tan-Nies;
- ii. Jidentifika nuqqasijiet fid-data u jiġbor informazzjoni bi twegiba għar-rekwiżiti tad-dejta tal-Gvern;
- iii. Jikkontribwixxi għat-titjib tad-data tal-HR billi jiżviluppa sistemi, politiki u linji gwida biex jiżguraw proċeduri korretti, preċiżi u koerenti;
- iv. Jappoġġja lis-Senior Management fl-allinjament bejn l-Istrateġija tar-Riżorsi Umani u l-għanijiet tan-negozju, jikkontribwixxi lejn l-Analiżi tal-Htiġijiet ta' Tahriġ u jappoġġja programmi ta' ġestjoni tal-bidla;
- v. Jimmaniġġja l-għbir ta' data relatata mar-rekords tar-Riżorsi Umani tal-Ministeru billi juża s-sistemi standard tad-Dakar HR Corporate Data System għad-dhul ta' data, mistoqsijiet u rappurtar;
- vi. Jagħmel titjib tangibbli fil-kwalità tas-servizz ipprovdut lill-klijenti interni u esterni billi jiżgura l-implimentazzjoni f'waqtha tal-kompiti u l-proġetti assenjati;
- vii. Iwettaq inkarigi ta' analiżi ta' data kif ordnat mis-Segretarju Permanenti u/jew Direttur tas-Servizzi Korporattivi u jipprovdi rakkomandazzjonijiet xierqa;
- viii. Jappoġġja u jissorvelja l-proċess ta' diġitalizzazzjoni għat-tranzizzjoni bla xkiel mill-pjattaforma fiżika għall-pjattaforma CeDMS;
- ix. Jissorvelja l-proċessi billi jiġbed rapporti mis-sistemi attwali, u jikkoordina mad-Diretturi tad-dipartimenti tal-linja tas-Servizzi Korporattivi dwar kwalunkwe irregolarità jew inezattezza bil-ħsieb li jiġu rettifikati tali lakuni;
- x. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Corporate Services Directorate

Ministry for Foreign Affairs and Tourism, Allied House, 331, St. Paul Street, Valletta
Email: recruitment.mfet@gov.mt

Annex A

Job title	<i>Manager II</i>
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MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS
PALAZZO PARISIO, MERCHANT STREET, VALLETTA, MALTA

Duties and responsibilities

Nomenclatures denoting the male gender include also the female gender.

- i. Translates data into quantitative and qualitative information to support Senior Management in formulating informed strategic, tactical and operational decisions and in devising proactive People Management Strategy;
- ii. Identifies data gaps and collates information in response to Government's data requirements;
- iii. Contributes towards the improvement of HR data by developing systems, policies and guidelines to ensure correct, accurate and coherent procedures;
- iv. Supports Senior Management in the alignment between the Human Resources Strategy and business goals, contributes towards the Training Needs Analysis and supports change management programmes;
- v. Manages the collations of data related to Human Resources records of the Ministry by utilising the standard Dakar HR Corporate data systems for data entry, enquiry and reporting;
- vi. Makes tangible improvements to service quality provided to internal and external clients by ensuring the timely implementation of assigned tasks and projects;
- vii. Undertakes data analysis assignments as directed by the Permanent Secretary and/or Director Corporate Services and provide appropriate recommendations;
- viii. Supports and monitors the digitalization process for the smooth transition from physical to the CeDMS platform;
- ix. Monitors processes by extracting reports from current systems, and liaising with Directors of Corporate Services line departments on any irregularities or inaccuracies with a view of rectifying such gaps;
- x. Undertakes other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xi. Undertakes 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.

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