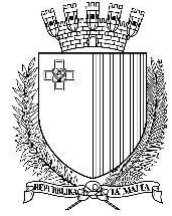


Anness A



UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

Ministeru	Uffiċċju tal-Prim Ministru
L-impjieg	Senior Manager

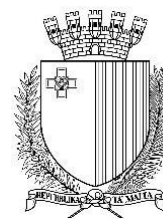
Dmirijiet u responsabbiltajiet

L-għan huwa li jingħata appoġġ strategiku, operattiv u amministrattiv lid-Direttur (Operations Support Services) fi hdan l-Uffiċċju tal-Prim Ministru, b'kontribut lejn il-koordinazzjoni, l-implimentazzjoni u l-monitoraġġ effettiv tal-inizjattivi ta' komunikazzjoni, involviment tal-partijiet interessati u inizjattivi organizzattivi mwettqa mill-Uffiċċju tas-Segretarju Permanenti Ewlieni, li jinkludu d-dmirijiet li ġejjin:

- Jikkoordina t-tnejn, il-pubblikazzjoni u t-tqassim ta' artikli, features, materjal għall-istampar u kontenut ieħor ta' komunikazzjoni relatat mas-Servizz Pubbliku permezz ta' media houses lokali u mezzi oħra ta' komunikazzjoni;
- Jissorvelja u janalizza l-kopertura tal-midja lokali dwar dak kollu li jkun relatat mas-Servizz Pubbliku, filwaqt li jhejji rapporti u jagħti rakkomandazzjonijiet biex jiġu appoġġjati strateġiji ta' komunikazzjoni;
- Jiżviluppa, ifassal u jimmaniġġja l-kontenut għall-pjattaformi diġitali ta' komunikazzjoni tas-Servizz Pubbliku, inklużi l-mezzi soċjali u s-sit elettroniku tas-Servizz Pubbliku ta' Malta, filwaqt li jiżgura li jkun hemm konsistenza fl-għanijiet tal-komunikazzjoni fir-rigward tas-Servizz Pubbliku;
- Jimmaniġġja u jaġġorna l-LinkedIn tas-Servizz Pubbliku regolarment, kif ukoll jappoġġja l-implimentazzjoni ta' kampanji u inizjattivi ta' komunikazzjoni diġitali;
- Ihejji korrispondenza professjonali, rapporti, sottomissjonijiet, diskorsi u dokumentazzjoni uffiċjali oħra kif meħtieġ;
- Jappoġġja l-amministrazzjoni, il-koordinazzjoni, il-promozzjoni u l-monitoraġġ ta' inizjattivi relatati mal-Fond għal Kawżi Soċjali, inkluż iż-żamma ta' rekords, databases u dokumentazzjoni relatata;

- vii. Jikkoordina u jzomm kollegament effettiv ma' ministeri, dipartimenti tal-Gvern, entitajiet, media houses lokali u partijiet interessati oħra sabiex jiġi ffaċilitat it-twettiq tal-għanijiet tal-Uffiċċju;
- viii. Jassisti fl-ippjanar, l-organizzazzjoni, il-koordinazzjoni u l-implimentazzjoni ta' attivitajiet, avvenimenti u inizjattivi mwettqa mill-Uffiċċju tas-Segretarju Permanenti Ewlieni, inklużi iżda mhux limitati għall-Public Service Expo Village, il-Public Service Awards u avvenimenti u programmi oħra relatati mas-Servizz Pubbliku;
- ix. Jagħti appoġġ amministrattiv u operattiv ta' livell għoli sabiex jiġi żgurat il-funzjonament effiċjenti u effettiv tal-Uffiċċju tas-Segretarju Permanenti Ewlieni;
- x. Iwettaq dmirijiet oħra li jistgħu jiġu assenjati mid-Direttur (Operations Support Services) u responsabbiltajiet addizzjonali skont l-esiġenzi tas-Servizz Pubbliku; u
- xi. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Duties and responsibilities

The objective is to provide strategic, operational and administrative support to the Director (Operations Support Services) within the Office of the Prime Minister, and to contribute towards the effective coordination, implementation and monitoring of communication, stakeholder engagement and organisational initiatives undertaken by the Office of the Principal Permanent Secretary, including the following duties:

- i. Coordinates the preparation, publication and dissemination of articles, features, press material and other communication content relating to the Public Service through local media houses and other communication channels;
- ii. Monitors and analyses media coverage relating to the Public Service, prepares reports and provides recommendations to support communication and engagement strategies;
- iii. Develops, drafts and manages content for the Public Service's digital communication platforms, including social media channels and the Public Service of Malta website, ensuring consistency, accuracy and alignment with established communication objectives;
- iv. Manages and updates the Public Service LinkedIn channel, and supports the implementation of digital communication campaigns and initiatives;
- v. Prepares professional correspondence, reports, briefs, submissions, speeches and other official documentation as required;
- vi. Supports the administration, coordination, promotion and monitoring of initiatives related to the Social Causes Fund, including the maintenance of records, databases and related documentation;

Office of the Prime Minister

Office of the Prime Minister, Auberge de Castille, Valletta
Telephone : 2200-0000

- vii. Coordinates and maintains effective liaison with ministries, government departments, entities, local media houses and other stakeholders to facilitate the achievement of the Office's objectives;
- viii. Assists in the planning, organisation, coordination and implementation of activities, events and initiatives undertaken by the Office of the Principal Permanent Secretary, including but not limited to the Public Service Expo Village, the Public Service Awards and other Public Service-related events and programmes;
- ix. Provides high-level administrative and operational support to ensure the efficient and effective functioning of the Office of the Principal Permanent Secretary;
- x. Undertakes such other duties as may be assigned by the Director (Operations Support Services) and carries out any additional responsibilities according to the exigencies of the Public Service; and
- xi. Any other duties as directed by the Principal Permanent Secretary.