

Anness A

L-impjeg	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

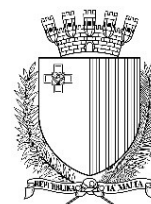
- i. Jissorvelja, jikkoordina u jimmonitorja l-implimentazzjoni ta' proġetti u inizjattivi li jaqghu taht ir-responsabbiltà tal-Uffiċċju tad-Direttur Ġenerali (Support Services), filwaqt li jiżgura riżultati f'waqthom skont l-oġġettivi, il-prijoritajiet u l-iskedi ta' żmien miftiehma;
- ii. Jikkoordina u jsegwi l-kompiti, id-deċiżjonijiet u l-punti ta' azzjoni li jirriżultaw minn kumitati, gruppi ta' ħidma interni u diskussjonijiet tal-manigment, filwaqt li jiżgura dokumentazzjoni xierqa, responsabbiltà u għeluq f'waqtu;
- iii. Jiżviluppa, iżomm u jaġġorna regolarment il-pjanijiet ta' implimentazzjoni tal-proġett bl-użu ta' Gantt charts u għodod oħra, filwaqt li jidentifika tragwardi, dipendenzi, mogħdijiet kritiċi u riskji potenzjali;
- iv. Juża għodod ta' koordinazzjoni u traċċar tal-proġetti biex jimmonitorja l-progress f'diversi inizjattivi, filwaqt li jiżgura li r-responsabbiltajiet, l-iskadenzi u r-riżultati tangibbli jkunu definiti, traċċati u rappurtati b'mod ċar;
- v. Jipprovdi aġġornamenti strutturati dwar il-progress, skedi ta' żmien viżwali u rapporti dwar l-istatus biex jappoġġja t-teħid tad-deċiżjonijiet u jiżgura sorveljanza effettiva mill-manigment;
- vi. Iwettaq riċerka, analiżi u għbir ta' informazzjoni biex jappoġġja proposti, inizjattivi u sottomissjonijiet ippreżentati lill-manigment, filwaqt li jiżgura li r-rakkomandazzjonijiet ikunu bbażati fuq l-evidenza u allinjati mal-prijoritajiet tal-Ministeru;
- vii. Jeżerċita diligenza dovuta bir-reqqa fir-reviżjoni tal-proposti, l-inizjattivi u t-talbiet, filwaqt li jiżgura fehim ċar tal-oġġettivi, l-ambitu, il-fattibbiltà u r-riżultati mistennja;
- viii. Jivvaluta l-proposti b'mod kritiku biex jiżgura valur miżjud, valur għall-flus u proporzjonalità, filwaqt li jqis l-ispiza, il-benefiċċji, ir-riskji, il-kapaċità ta' implimentazzjoni u s-sostenibbiltà;
- ix. Jipprovdi input u appoġġ dwar kwistjonijiet relatati mal-proċeduri amministrattivi, il-proċessi ta' akkwist u r-regolamenti finanzjarji, filwaqt li jiżgura konformità mar-regoli, il-limiti u l-kontrolli interni applikabbli;
- x. Jikkollabora u jikkoordina mad-direttorati interni, il-missjonijiet u l-partijiet interessati esterni, kif meħtieġ, biex jiffaċilita l-implimentazzjoni effettiva tal-proġetti u l-inizjattivi u jsolvi kwistjonijiet operattivi;
- xi. Jappoġġja lid-Direttur Ġenerali fit-tiżiħ tal-governanza, il-koordinazzjoni u l-arrangamenti ta' implimentazzjoni fis-Servizzi ta' Appoġġ permezz ta' mekkaniżmi strutturati ta' ppjanar, monitoraġġ u rappurtar;
- xii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu, kif jista' jkun meħtieġ;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Corporate Services Directorate

Ministry for Foreign and European Affairs, 331, Allied House, St. Paul Street, Valletta
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Annex A

Job title	Manager II
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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. Oversees, coordinates and monitors the implementation of projects and initiatives falling within the remit of the Office of the Director General (Support Services), ensuring timely delivery in line with agreed objectives, priorities and timelines;
- ii. Tracks, coordinates and follows up on tasks, decisions and action points arising from committees, internal working groups and management discussions, ensuring proper documentation, accountability and timely closure;
- iii. Develops, maintains and regularly updates project implementation plans using Gantt charts and project coordination tools, identifying milestones, dependencies, critical paths and potential risks;
- iv. Uses project coordination and tracking tools to monitor progress across multiple initiatives, ensuring that responsibilities, deadlines and deliverables are clearly defined, tracked and reported;
- v. Provides structured progress updates, visual timelines and status reports to support decision-making and ensure effective oversight by senior management;
- vi. Carries out research, analysis and information gathering to support proposals, initiatives and submissions presented to senior management, ensuring that recommendations are evidence-based and aligned with Ministry priorities;
- vii. Exercises thorough due diligence in reviewing proposals, initiatives and requests, ensuring a clear understanding of objectives, scope, feasibility and expected outcomes;
- viii. Assesses proposals critically to ensure value added, value for money and proportionality, taking into account cost, benefits, risks, implementation capacity and sustainability;
- ix. Provides input and support on matters related to administrative procedures, procurement processes and financial regulations, ensuring compliance with applicable rules, thresholds and internal controls;
- x. Liaises and coordinates with internal directorates, missions and external stakeholders, as required, to facilitate effective implementation of projects and initiatives and resolve operational issues;
- xi. Supports the Director General in strengthening governance, coordination and implementation arrangements across Support Services through structured planning, monitoring and reporting mechanisms;
- xii. Undertakes any other tasks, which the superior may delegate to him, as may be required;
- xiii. Any other duties as directed by the Principal Permanent Secretary.

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