

Anness A

Ministeru	Office of the Deputy Prime Minister and Ministry for Health
L-impjeg	Senior Manager



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jipprovdi appoġġ amministrattiv strateġiku biex tiġi żgurata l-operat effiċjenti tal-unitajiet dipartimentali fil-Ministeru.
- ii. Jissorvelja u jikkordina l-proċeduri tal-uffiċċju, filwaqt li jiżgura konformità mal-politiki nazzjonali u l-protokollu interni.
- iii. Jmexxi timijiet amministrattivi permezz ta' stabbiliment ta' għanijiet, monitoraġġ tal-prestazzjoni u promozzjoni ta' żvilupp kontinwu.
- iv. Jhejji u jmexxi baġits, rapporti finanzjarji u proċessi ta' akkwist skont il-linji gwida tas-settur pubbliku.
- v. Jappoġġja l-implimentazzjoni tal-policy billi jiżgura li s-sistemi amministrattivi jkunu allinjati mal-għanijiet tal-Ministeru.
- vi. Jikkordina komunikazzjonijiet interni u esterni mal-partijiet interessati, dipartimenti u l-pubbliku ġenerali.
- vii. Jiżgura konformità mal-protezzjoni tad-dejta, kunfidenzjalità u standards etiċi fl-operazzjonijiet kollha amministrattivi.
- viii. Jikkollabora ma' uffiċjali anzjani u entitajiet biex jikkordina proġetti u kompiti amministrattivi ta' importanza strateġika.
- ix. Jzomm rekords preċiżi u jiżgura sistemi effiċjenti ta' ġestjoni ta' dokumenti u informazzjoni.
- x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u
- xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

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Job title	Senior Manager



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Duties and responsibilities

- i. Provide strategic administrative support to ensure the smooth operation of departmental units within the Ministry.
- ii. Oversee and coordinate office procedures, ensuring adherence to national policies and internal protocols.
- iii. Lead administrative teams by setting objectives, monitoring performance, and promoting continuous development.
- iv. Prepare and manage budgets, financial reports, and procurement processes in line with public sector guidelines.
- v. Support policy implementation by ensuring administrative systems are aligned with Ministry objectives
- vi. Coordinate internal and external communications with stakeholders, departments, and the general public.
- vii. Ensure compliance with data protection, confidentiality, and ethical standards in all administrative operations.
- viii. Liaise with senior officials and entities to coordinate projects and administrative tasks of strategic importance.
- ix. Maintain accurate records and ensure efficient document and information management systems.
- x. Undertake any other tasks, which the superior may delegate to them, as may be required; and
- xi. Any other duties as directed by the Principal Permanent Secretary.