

Anness A

L-impjieg	Senior Manager
-----------	----------------



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. Jappoġġja l-iżvilupp u l-implimentazzjoni ta' politiki, strateġiji u inizzjattivi relatati mal-Malti li jghixu barra;
- ii. Jikkoordina x-xogħol tal-Kunsill għall-Malti li Jghixu Barra (CMLA) u l-Kumitati Reġjonali, inklużi appuntament, konsultazzjonijiet u azzjonijiet ta' segwitu flimkien mas-Segretarju ta' dan il-Kunsill;
- iii. Iżomm relazzjonijiet effettivi mal-komunitajiet Maltini, assoċjazzjonijiet, NGOs, Missjonijiet Barra u partijiet interessati ohra;
- iv. Jipprovdi riċerka, analiżi, noti ta' briefing, rapporti u rakkomandazzjonijiet ta' politika dwar kwistjonijiet tad-dijaspora;
- v. Imexxi u timmaniġġja proġetti li jippromwovu l-identità, il-lingwa, il-kultura u l-involvement Malti barra minn Malta;
- vi. Jikkoordina attivitajiet ta' outreach, avvenimenti mal-partijiet interessati u inizzjattivi ohra relatati mad-dijaspora;
- vii. Jissorvelja l-amministrazzjoni tad-data, ir-rekords, is-sistemi u r-rekwiżiti ta' rapportar relatati mad-dijaspora;
- viii. Jissorvelja l-istaff ġewwa l-Unità Maltin li Jghixu Barra, jalloka x-xogħol u jissorvelja l-prestazzjoni u l-kunsinna ;
- ix. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Corporate Services Directorate

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

Annex A

Job title	Senior Manager
-----------	----------------



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. Supports the development and implementation of policies, strategies and initiatives relating to Maltese Living Abroad;
- ii. Coordinates the work of the Council for the Maltese Living Abroad (CMLA) and Regional Committees, including appointments, consultations and follows-up actions along with the Secretary of the said Council;
- iii. Maintains effective relations with Maltese communities, associations, NGOs, Missions Abroad and other stakeholders;
- iv. Provides research, analysis, briefing notes, reports and policy recommendations on diaspora matters;
- v. Leads and manages projects promoting Maltese identity, language, culture and engagement abroad;
- vi. Coordinates outreach activities, stakeholder events and other diaspora-related initiatives;
- vii. Oversees the administration of diaspora-related data, records, systems and reporting requirements;
- viii. Supervises staff within the Maltese Living Abroad Unit, allocating work and monitoring performance and delivery;
- ix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- x. Any other duties as directed by the Principal Permanent Secretary.

Corporate Services Directorate

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