

Anness A



UFFIĊĊJU TAS-SEGRETARJU PERMANENTI
PINTO BUSINESS CENTRE, MILL STREET, QORMI

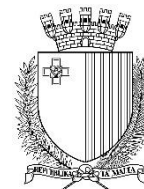
Ministeru	Ministeru għall-Agricoltura, is-Sajd u l-Provvista tal-Ikel
L-impjieg	Post ta' Manager I

Dmirijiet u responsabbiltajiet

- i. Jappoġġja lid-Direttur/Assistent Direttur/Senior Manager fil-monitoraġġ, il-ħidma u l-immaniġġjar ta' 'proċessi ta' kuljum fil-Ministeru kollu;
- ii. Jikkoordina, jippjana u jissorvelja l-implimentazzjoni ta' programmi, studji u proġetti xjentifiċi sabiex jiġu milhuqa l-għanijiet strateġiċi tal-Ministeru.
- iii. Jipparteċipa fl-iżvilupp, il-monitoraġġ u l-evalwazzjoni ta' proposti ta' riċerka, proġetti nazzjonali u internazzjonali, inklużi inizjattivi kofinanzjati mill-Unjoni Ewropea.
- iv. Jassigura li l-attivitajiet xjentifiċi u ta' riċerka jitwettqu skont standards professjonali, metodoloġiji validati u rekwiżiti regolatorji applikabbli.
- v. Jikkoordina u jmexxi timijiet multidixxiplinarji involuti f'attivitajiet ta' riċerka, innovazzjoni, trasferiment tal-għarfien u żvilupp tekniku.
- vi. Jipprovdi gwida teknika u pariri professjonali lill-manigment, lill-uffiċjali tekniċi u lil partijiet interessati fuq kwistjonijiet relatati mal-qasam xjentifiku rilevanti.
- vii. Jissorvelja l-għbir, l-analiżi, l-interpretazzjoni u r-rappurtar ta' data xjentifika sabiex jappoġġja t-teħid ta' deċiżjonijiet ibbażati fuq evidenza.
- viii. Jidentifika opportunitajiet għal kollaborazzjoni ma' istituzzjonijiet akkademiċi, korpi ta' riċerka, entitajiet governattivi u organizzazzjonijiet internazzjonali.
- ix. Jikkontribwixxi għall-iżvilupp ta' politiki, strateġiji u pjanijiet ta' azzjoni relatati mar-riċerka, l-innovazzjoni u l-iżvilupp sostenibbli tas-settur.
- x. Jimmaniġġja l-baġits, il-pjanijiet ta' xogħol u r-riżorsi allokat għall-proġetti u jiżgura l-użu effiċjenti u trasparenti tagħhom.
- xi. Jissorvelja l-preparazzjoni ta' rapporti tekniċi, xjentifiċi u amministrattivi meħtieġa minn korpi nazzjonali, internazzjonali jew finanzjaturi.
- xii. Jiżgura l-konformità mar-rekwiżiti ta' governanza, etika, protezzjoni tad-data, saħħa u sigurtà, u standards ta' kwalità relatati mal-attivitajiet xjentifiċi.
- xiii. Jipparteċipa f'laqgħat tekniċi, kumitati, gruppi ta' ħidma u fora nazzjonali jew internazzjonali bħala rappreżentant tal-Ministeru.
- xiv. Jidentifika riskji relatati mal-proġetti u jimplimenta miżuri ta' mitigazzjoni sabiex jiġi assigurat it-twettiq b'suċċess tal-attivitajiet ipplanati.
- xv. Jippromwovi kultura ta' innovazzjoni, tagħlim kontinwu, riċerka u eċċellenza professjonali fi ħdan id-Direttorat u l-Ministeru.
- xvi. Jissorvelja l-iżvilupp professjonali u l-prestazzjoni tal-persunal taħt ir-responsabbiltà tiegħu/tagħha permezz ta' mentoring, coaching u trasferiment tal-għarfien.

- xvii. Kwalunkwe komputu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xviii. Iwettaq dmirijiet oħra li jistgħu jigu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xix. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



OFFICE OF THE PERMANENT SECRETARY
PINTO BUSINESS CENTRE, MILL STREET, QORMI

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Post of Manager I

Duties and responsibilities

- i. Supports the Director/Assistant Director/Senior Manager with the monitoring, workings and management of day-to-day processes across the ministry;
- ii. Coordinates, plans and oversees the implementation of scientific programmes, studies and projects to achieve the Ministry's strategic objectives.
- iii. Participates in the development, monitoring and evaluation of research proposals, national and international projects, including European Union co-funded initiatives.
- iv. Ensures that scientific and research activities are conducted in accordance with professional standards, validated methodologies and applicable regulatory requirements.
- v. Coordinates and leads multidisciplinary teams engaged in research, innovation, knowledge transfer and technical development activities.
- vi. Provides technical guidance and professional advice to management, technical officers and stakeholders on matters related to the relevant scientific field.
- vii. Oversees the collection, analysis, interpretation and reporting of scientific data to support evidence-based decision-making.
- viii. Identifies opportunities for collaboration with academic institutions, research bodies, government entities and international organisations.
- ix. Contributes to the development of policies, strategies and action plans relating to research, innovation and the sustainable development of the sector.
- x. Manages project budgets, work plans and allocated resources, ensuring their efficient and transparent utilisation.
- xi. Oversees the preparation of technical, scientific and administrative reports required by national authorities, international organisations or funding bodies.
- xii. Ensures compliance with governance, ethics, data protection, health and safety and quality assurance requirements related to scientific activities.
- xiii. Participates in technical meetings, committees, working groups and national or international forums as a representative of the Ministry.
- xiv. Identifies project-related risks and implements mitigation measures to ensure the successful delivery of planned activities.
- xv. Promotes a culture of innovation, continuous learning, research excellence and professional development within the Directorate and the Ministry.
- xvi. Oversees the professional development and performance management of staff under his/her responsibility through mentoring, coaching and knowledge sharing.

- xvii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xviii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xix. Any other duties as directed by the Principal Permanent Secretary.