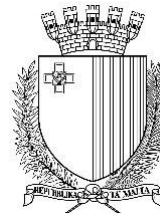


Anness A



Ministeru	Uffiċċju tal-Prim Ministru
L-Impjieg	Manager II

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

Dmirijiet u responsabbiltajiet

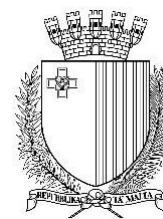
- i. Jassisti lid-Direttur fil-koordinazzjoni u fit-thaddim effettiv tad-Direttorat tal-Logistika u l-Avvenimenti fi ħdan l-Uffiċċju tal-Prim Ministru;
- ii. Jgħin fl-implimentazzjoni u r-reviżjoni ta' pjanijiet operattivi, proċeduri u prattiċi tax-xogħol relatati mal-logistika u l-avvenimenti, skont l-oġettivi tas-Servizz Pubbliku u jipprepara pjanijiet ta' ħidma, skedi ta' żmien, listi ta' kontroll, oġettivi u miri relatati mal-attivitajiet tal-logistika u l-avveniment;
- iii. Jassisti fl-ippjanar, l-organizzazzjoni, il-koordinazzjoni u t-twettiq 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 oħra relatati mas-Servizz Pubbliku u żjarat uffiċjali;
- iv. Jassisti fit-tfassil ta' kunċetti għall-avvenimenti, pjanijiet logistiċi, skedi ta' ħidma u arrangamenti operattivi relatati;
- v. Jikkoordina arrangamenti logistiċi assenjati lilu/lilha, inklużi dawk relatati ma' postijiet, fornituri, catering, trasport, rekwiżiti tekniċi, sigurtà, tagħmir u htigijiet oħra marbuta mal-avvenimenti;
- vi. Izomm kuntatt ma' Ministeri, Dipartimenti, entitajiet pubbliċi, fornituri, kuntratturi, awtoritajiet kompetenti u partijiet interessati oħra dwar arrangamenti logistiċi u dawk relatati mal-avvenimenti assenjati lilu/lilha;
- vii. Isegwi max-xogħol tal-ħaddiema, kuntratturi u fornituri tas-servizzi waqt it-thejjija, l-armar, it-twettiq u ż-żarmar tal-avvenimenti, u jirrapporta dwar il-progress jew kwalunkwe kwistjoni kif meħtieġ;
- viii. Jassisti fil-verifika li l-avvenimenti, il-materjal u l-arrangamenti logistiċi assenjati jkunu konformi mar-rekwiżiti tal-Identità Korporattiva tas-Servizz Pubbliku u ma' linji gwida oħra applikabbli;
- ix. Jimmonitorja l-baġits, id-dokumentazzjoni tal-akkwist, l-impenji, il-pagamenti, l-implimentazzjoni tal-kuntratti u l-fatturi relatati mal-avvenimenti u l-attivitajiet logistiċi assenjati lilu/lilha;
- x. Jassisti fil-koordinazzjoni ta' arrangamenti logistiċi relatati mat-trasport, il-ħażna, id-distribuzzjoni u l-ġestjoni ta' oġġetti, materjal, tagħmir, inventarju u assi;
- xi. Izomm rekords preċiżi u aġġornati relatati mal-operazzjonijiet logistiċi, l-involviment ta' fornituri, id-dokumentazzjoni tal-akkwist, l-inventarju, l-assi u r-rekwiżiti tal-awditjar;
- xii. Jipprepara u jiġbor rapporti, briefs, minuti, skedi, pjanijiet ta' azzjoni u dokumentazzjoni oħra meħtieġa għat-twettiq effettiv tal-funzjonijiet tal-logistika u l-avvenimenti;

Uffiċċju tal-Prim Ministru

Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta
Telefon: 2200 - 0000

- xiii. Jikkontribwixxi għar-reviżjonijiet ta' wara l-avvenimenti, isegwi kwistjonijiet operattivi u logistiċi, u jgħin fl-identifikazzjoni ta' oqsma fejn jista' jsir titjib, filwaqt li jirreferi kwistjonijiet lid-Direttur fejn ikun meħtieġ;
- xiv. Iwettaq kwalunkwe dmir ieħor assenjat mid-Direttur jew mis-Segretarju Permanenti, skont l-esiġenzi tas-Servizz Pubbliku; u
- xv. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni;

Annex A



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

Duties and responsibilities

- i. Assists the Director in the coordination and effective functioning of the Logistics and Events Directorate within the Office of the Prime Minister;
- ii. Supports the implementation and review of operational plans, procedures and work practices relating to logistics and events, in line with Public Service objectives, and prepares work plans, timelines, checklists, objectives and targets related to logistics and event activities;
- iii. 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 official visits;
- iv. Assists in the development of event concepts, logistical plans, implementation schedules and related operational arrangements;
- v. Coordinates assigned logistical arrangements, including venues, suppliers, catering, transport, technical requirements, security arrangements, equipment and other event-related requirements;
- vi. Liaises with Ministries, Departments, public entities, suppliers, contractors, competent authorities and other stakeholders in connection with assigned logistics and event-related arrangements;
- vii. Follows up with staff, contractors and service providers during event preparation, set-up, implementation and dismantling, and reports progress or issues as required;
- viii. Assists in verifying that assigned events, materials and logistical arrangements are in line with Public Service Corporate Identity requirements and other applicable guidelines;
- ix. Monitors budgets, procurement documentation, commitments, payments, contract implementation and invoices related to assigned events and logistics activities;
- x. Assists in the coordination of logistics arrangements relating to the transportation, storage, distribution and management of goods, materials, equipment, inventory and assets;
- xi. Maintains accurate and up-to-date records relating to logistics operations, supplier engagements, procurement documentation, inventory, assets and audit requirements;
- xii. Prepares and compiles reports, briefs, minutes, schedules, action plans and other documentation required for the effective delivery of logistics and events functions;
- xiii. Contributes to post-event reviews, follows up on operational and logistical issues, and assists in identifying areas for improvement, escalating matters to the Director where necessary;

Office of the Prime Minister

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

xiv. Performs any other duties assigned by the Director or the Permanent Secretary, in accordance with the exigencies of the Public Service; and

xv. Any other duties as directed by the Principal Permanent Secretary.