

Anness A



Ministeru	Ministeru għall-Arti, Kultura u Wirt Nazzjonali
L-impjeg	Assistant Manager

MINISTERU GĦALL-ARTI, KULTURA U WIRT NAZZJONALI

230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Jgħin fl-ippjanar u l-implimentazzjoni ta' strategiji ta' marketing, outreach u għarfien, biex jifrex u jtejjeb il-viżibilità tad-Dipartiment u mal-pubbliku.
- ii. Jassisti fil-koordinazzjoni tal-inizjattivi ta' outreach, inkluż il-kontenut tal-website u għodod oħra online, u jiżgura li jkun hemm konsistenza fil-branding u fl-għanijiet ta' outreach dipartimentali.
- iii. Jgħin fit-tfassil, koordinazzjoni u pubblikazzjoni ta' materjal ta' outreach, filwaqt li jassisti wkoll fil-preparazzjoni tal-kontenut u jiżgura ċarezza, preċiżjoni u qbil mal-għanijiet ta' outreach tad-Dipartiment.
- iv. Jirrevedi l-kontenut li jkun ser jiġi ppubblikat fuq is-sit elettroniku tad-Dipartiment. Dan biex jiżgura li jkun korrett, rilevanti u jkollu konsistenza stilistika mal-messaġġi approvati.
- v. Jassisti fil-koordinazzjoni u l-logistika ta' avvenimenti, inizjattivi u attivitajiet ta' outreach, inkluż il-preparazzjoni ta' materjali, koordinazzjoni u armar fuq il-post, u jikkoordina mal-imsieħba kkonċernati. Jagħmel ukoll follow-up wara l-avveniment.
- vi. Jgħin fit-tishih u l-firxa tal-immaġni tal-marka tad-Dipartiment billi jiżgura qbil mal-istrategija ġenerali ta' outreach u konsistenza fit-ton, disinn u messaġġi fuq il-materjali kollha, filwaqt li jassisti wkoll fl-implimentazzjoni u l-monitoraġġ tal-kampanja ta' rebranding tad-Dipartiment skont il-linji gwida tal-immaġni tal-marka u t-tibdiliet meħtieġa bejn pjattaformi u materjali.
- vii. Jgħin fil-koordinazzjoni u jagħmel monitoraġġ tal-progress ta' proġetti ta' outreach, biex jiżgura twettiq fil-hin u jzomm mar-rizorsi allokat, filwaqt li jinforma lill-manigment superjuri b'kwistjonijiet kif meħtieġ.
- viii. Jikkoordina ma' partijiet esterni u fornituri ta' servizz biex jitwettqu attivitajiet ta' outreach, filwaqt li jiżgura konformità mal-aspettattivi u l-miri tad-Dipartiment.
- ix. Jgħin fiż-żamma ta' rekords rilevanti, files, kwotazzjonijiet u korrispondenza biex jiżgura li dawn ikunu aġġornati u aċċessibbli meta meħtieġ.
- x. Jgħin fl-iskedar u l-organizzazzjoni tal-laqgħat, inklużi laqgħat ta' ppjanar ta' outreach, kif ukoll fil-preparazzjoni ta' aġendi u jsegwi kull dokumentazzjoni meħtieġa.
- xi. Jipprovdi assistenza fix-xogħlijiet ta' kuljum tal-Uffiċċju tad-Direttur Ġenerali u jiehu ħsieb kwalunkwe komputu ieħor li s-superjur tiegħu jista' jiddelega lilu/lilha, kif ikun meħtieġ.
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR ARTS, CULTURE AND NATIONAL HERITAGE
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Ministry	Ministry for Arts, Culture and National Heritage
Job title	Assistant Manager

Duties and responsibilities

- i. Assist in planning and implementing marketing, outreach, and awareness initiatives to support the enhancement of the Department's visibility and public engagement.
- ii. Support the management of outreach efforts, including website content, and other online engagement tools, ensuring consistency with departmental branding and outreach objectives.
- iii. Support the development, coordination, and publication of outreach and awareness materials and related content, while overseeing the drafting process to ensure clarity, accuracy, and alignment with the Department's outreach and awareness objectives.
- iv. Oversee and review content to be published on the Department's website ensuring correctness, relevance, and style consistency with approved messaging.
- v. Support the coordination and logistics of outreach events and awareness initiatives, including preparation of materials, on-site coordination, set-up, liaising with partners, and post-event follow-up.
- vi. Assist in maintaining and strengthening the Department's brand by ensuring alignment with the overall outreach and awareness strategy, and consistency in tone, design, and messaging across all materials, while also supporting the implementation and monitoring of the Department's rebranding campaign in adherence with brand guidelines and the required transitions across platforms and materials.
- vii. Assist in coordinating outreach, and awareness projects, monitoring progress to ensure timely delivery and adherence to allocated resources, escalating issues to senior management as necessary.
- viii. Liaise with external stakeholders and service providers to support the execution of outreach, and awareness activities, ensuring compliance with departmental expectations and timelines.
- ix. Assist in maintaining relevant records, files, quotations, and correspondence to ensure these are up-to-date and accessible when required.
- x. Assist in scheduling and organising meetings, including outreach planning meetings, preparing agendas and follow-up documentation as required.
- xi. Provide support in the day-to-day operations of the Director General's Office and undertake any other tasks which the superior may delegate, as may be required.
- xii. Any other duties as directed by the Principal Permanent Secretary.