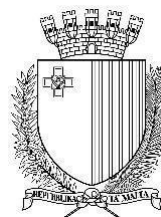


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport
L-impjieg	<i>Manager II</i>



MINISTERU GHALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

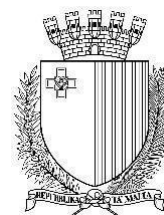
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II fid-Direttorat tal-Monitoraġġ u Evalwazzjoni tal-Politiki fi ħdan l-uffiċċju tas-Segretarju Permanenti fil-Ministeru għall-Edukazzjoni u l-Isport, li jinkludu:

- i. Jissorvelja jew jimmaniġġja proġetti jew programmi ta' statistika;
- ii. Jaħdem fi gruppi u jmexxi membri oħra tal-istaff;
- iii. Jiddisinja metodi u proċeduri sabiex jikseb dejta, bħal servejs, esperimenti u kwestjonarji;
- iv. Juża mudelli u tekniki statistiċi sabiex ibassar riżultati, xejriet u bżonnijiet;
- v. Jsib fatturi li jaffettwaw ir-riżultati ta' riċerka;
- vi. Jidentifika d-differenzi bejn il-gruppi ta' dejta;
- vii. Jidentifika relazzjonijiet u xejriet fid-dejta;
- viii. Juża kompjuters sabiex idahħal dejta u jikkompila u joħloq tables, graphs u charts tad-dejta;
- ix. Jivverifika d-dejta biex jiżgura preċiżjoni;
- x. Jippreżenta s-sejbiet lill-awtoritajiet;
- xi. Jikteb rapporti u jipprepara d-dejta għall-pubblikazzjoni;
- xii. Jipprovdi d-dejta sabiex jgħin lil min ifassal il-politiki;
- xiii. Janalizza problemi fl-ambitu edukattiv;
- xiv. Jsegwi u jipparteċipa fi żviluppi metodoloġiċi internazzjonali tal-istatistika;
- xv. Jipparteċipa u jikkontribwixxi f'xogħol ta' riċerka;
- xvi. Juża għodod statistiċi bħal Stata, SPSS, R, NVivo u Python;
- xvii. Jwettaq dmirijiet oħra kif assenjati mill-Maniġment Superjuri minn żmien għal żmien;
- xviii. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xix. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xx. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

.Annex A

Ministry	Ministry for Education and Sport
Job title	<i>Manager II</i>



MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Manager II in the Policy Monitoring and Evaluation Directorate within the office of the Permanent Secretary in the Ministry for Education and Sport, include:

- i. Supervise or manages statistical projects or programmes;
- ii. Work in groups and managing other staff;
- iii. Designs methods and procedures of obtaining data, such as surveys, experiments and questionnaires;
- iv. Use statistical techniques and models to forecast results, trends and needs;
- v. Finds factors that affect the results of research;
- vi. Identifies differences between groups of data;
- vii. Identifies relationships and trends in data;
- viii. Use computers to enter data and to compile and make tables, graphs and charts of data;
- ix. Checks data for inaccuracies;
- x. Presents findings to authorities;
- xi. Writes reports and preparing data for publication;
- xii. Provides data to help policy-makers;
- xiii. Analyses problems within the educational sector;
- xiv. Follows and participates in international statistical methodological developments;
- xv. Participates in and contributes to research work;
- xvi. Make use of statistical tools such as Stata, SPSS, R, NVivo and Python;
- xvii. Carry out any other duties as assigned by the Senior Management from time to time;
- xviii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xix. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xx. Any other duties as directed by the Principal Permanent Secretary.