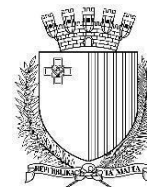


Ministeru	<i>Ministeru għall-Edukazzjoni u l-Isport</i>
L-impjeg	<i>Assistant Manager</i>

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Manager fi hdan id-Direttorat għas-Snin Bikrin, Lingwi u Studji Umanistiċi jinkludu:

- i Jassisti fit-tmexxija u l-eżekuzzjoni generali tal-proġetti li jsiru mid-Direttorat rispettiv;
- ii Jiżviluppa pjanijiet ta' ħidma, inklużi timelines u miri tal-proġetti mwettqa mid-Direttorat;
- iii Jiżgura effiċjenza massima fl-eżekuzzjoni b'suċċess ta' proġetti skont standards ta' kwalita' meħtieġa;
- iv Fuq bażi kontinwa, jidentifika, kwalunkwe kwistjoni li jisthoqqilha l-attenzjoni tas-Superjuri diretti tiegħu/tagħha u/jew tad-Direttur Ġenerali;
- v Jipprovdi sapport u pariri lit-tim manigerjali tad-Direttorat, lill-uffiċjali fi hdan id-Direttorat u lid-Direttur Ġenerali;
- vi Jikkollabora u jappoġġja kollegi oħra fi hdan it-tim amministrattiv tad-Direttorat u uffiċjali oħra skont il-ħtieġa;
- vii Jiżgura komunikazzjoni effiċjenti mal-partijiet interessati rilevanti kollha u mal-project leaders u jikkoordina u jipparteċipa f'laqgħat regolari kif u meta meħtieġ;
- viii Jieħu ħsieb il-koordinazzjoni u t-tweqqif ta' kompiti amministrattivi ta' kuljum li jinkludi l-aċċess u d-distribuzzjoni ta' korrispondenza u talbiet għall-informazzjoni, iż-żamma ta' rekords, kif ukoll li tiġi mdaħħla u aġġornata l-informazzjoni fuq sistemi ta' data fil-kompjuter u databases;
- ix Iżur siti relatati mal-inizjattivi tad-Direttorat (bħal post tal-konferenzi) biex jiżgura progress u jiċċara kwalunkwe preokkupazzjonijiet li jistgħu jinqalghu;
- x Jassisti fil-kumpilazzjoni ta' rapporti relatati mal-implimentazzjoni ta' proġetti u jiżgura li l-implimentazzjoni tagħhom tkun skont l-iskedi stabbiliti;
- xi Jassisti fil-produzzjoni, l-evalwazzjoni u t-tixrid tar-rapporti tal-proġett, kif meħtieġ, u jieħu ħsieb jorganizza, jippreżenta u jzomm dokumentazzjoni rigward il-proġetti kollha li jkun għaddejjin;
- xii Jattendi u/jew jirrappreżenta lid-Direttorat f'konferenzi, laqgħat, seminars, kunitati u pjattaformi ta' diskussjoni b'rabta ma' proġetti;
- xiii Jipprepara rapporti/komunikazzjonijiet u/jew noti meħtieġa u jsegwi l-komunikazzjoni kif meħtieġ, taħt l-istruzzjoni tad-Direttur jew tad-delegat tiegħu/tagħha;
- xiv Jgħin fil-ħtiġijiet u r-rekwiżiti tal-akkwist tad-Direttorat jew tad-Dipartiment rispettiv;
- xv Kwalunkwe kompitu ieħor li s-Superjuri jistgħu jiddelegaw lilu/lilha, kif jista' jkun meħtieġ;
- xvi Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



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

Duties and responsibilities

The duties of an Assistant Manager within the Directorate for Early Years, Languages and Humanities Programmes include:

- i. Assists in the overall management and execution of projects undertaken by the respective Directorate;
- ii. Develops work plans, including timelines and targets of the projects undertaken by the Directorate;
- iii. Ensures maximum efficiency in the successful execution of projects to required quality standards;
- iv. Identifies, on an ongoing basis, any issues which merit the attention of his/her direct superior and/or the Director General;
- v. Provides support and advice to the Directorate's management team, the officials within the Directorate and to the Director General;
- vi. Collaborates and supports other colleagues within the Directorate's administrative team and other officials as deemed necessary;
- vii. Ensures efficient communication with all relevant stakeholders and with project leaders and coordinates and participates in regular meetings as and when required;
- viii. Co-ordinates and executes daily administrative tasks which include handling and distributing correspondence and requests for information, maintaining records, as well as inputting and updating information based on computer systems and databases;
- ix. Visits sites related to the Directorate initiatives (such as a conference venue) to ensure progress and to clarify any concerns that may arise;
- x. Assists in the compilation of reports related to the implementation of projects and ensures that their implementation is according to set schedules;
- xi. Assists in the production, evaluation and dissemination of project reports, as necessary, and undertakes organising, filing and maintaining documentation regarding all undergoing projects;
- xii. Attends and/or represents the Directorate in conferences, meetings, seminars, committees and discussion platforms in connection with project;
- xiii. Prepares any required reports/communications and/or notes and following-up communication accordingly, under the instruction of the Director and/or his/her delegate;
- xiv. Assists in the procurement needs and requirements of the respective Directorate or Department;
- xv. Undertakes any other tasks, delegated by his/her superior, as may be required;
- xvi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvii. Any other duties as directed by the Principal Permanent Secretary.