Anness A

Ministry:	*Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir*	GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIĠENERAZZJONI TAL-PORT IL-KBIR
Job Title:	*Manager II*	

Dmirijiet u Responsabbiltajiet

i Jikkontribwixxi għall-iżvilupp tal-istrumenti leġislattivi, l-istrateġiji, il-politika u l-programmi ta' ħidma, filwaqt li jikkordina u jagħmel monitoraġġ tal-implimentazzjoni;
ii Jħejji dokumenti ta' politika, analiżi u dokumenti ta' sfond, sommarji, rapporti kif ukoll riċerka biex jappoġġja l-istrateġiji, politiki u azzjonijiet relattivi, inkluż fuq xogħol relatat ma' kwistjonijiet nazzjonali, tal-UE u internazzjonali;
iii Jipprovdi u jikkoordina kontribut biex jippermetti l-ġbir ta' data u aktar żvilupp u implimentazzjoni ta' politika fil-qasam tal-ambjent, żvilupp sostenibbli u tibdil fil-klima;
iv Jipparteċipa u jikkoordina attivitajiet b'rabta mal-promozzjoni tal-politika ambjentali, u tal-klima;
v Jassisti fl-ipproċessar u l-immaniġġjar ta' proġetti, inklużi l-evalwazzjonijiet ta' proġetti, it-tħejjija tad-dokumentazzjoni tal-proġett u r-rappurtaġġ tal-progress tal-proġett, kif jista' jkun meħtieġ;
vi Jassigura l-konformità mal-linji gwida ta' rappurtaġġ obbligatorju b'tali mod li r-riżultati u l-istadji ewlenin jiġu dokumentati sew, maqbudin u mqassma lill-amministrazzjoni għolja tal-Ministeru;
vii Jwettaq dmirijiet rappreżentattivi f'Malta u barra, u jwettaq superviżjoni u jagħti gwida lill uffiċjali subordinati;
viii Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
ix Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
x Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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Annex A

Ministry:	*Ministry for Energy, the Environment and the Regeneration of the Grand Harbour*	**GOVERNMENT OF MALTA** MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	*Manager II*	
Duties and Responsibilities		

i Contributes to the development of the Ministry's legislative instruments, strategies, policies and work programmes, and coordinates and monitors implementation;
ii Prepares policy papers, analytical and background papers, briefs, reports as well as research in support of the relative strategies, policies and actions, including work related to national, EU and international matters;
iii Provides and coordinates input to enable data collection and further policy development and implementation in the field of environment, sustainable development and climate change;
iv Participates and coordinates activities in connection with the promotion of environmental and climate policies;
v Assists in project processing and management, including project appraisals, preparation of project documentation and project progress reporting, as may become necessary;
vi Ensures compliance with mandatory reporting guidelines such that results and major milestones are properly documented, captured and disseminated to the Ministry's senior management;
vii Undertakes representational duties in Malta and overseas, and supervises and guides junior officials;
viii Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
ix Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
x Any other duties as directed by the Principal Permanent Secretary.

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