

Anness A



Ministeru	Uffiċċju tal-Prim Ministru
L-Impjieg	<i>Assistant Manager</i>

OFFICE OF THE PRIME MINISTER
BERĠA TA' KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jipproponi u jimplimenta sistemi u Prattiki ta' xogħol li jwasslu għal twettiq effiċjenti u effettiv tad-dmirijiet fid-dipartiment tal-Customer Service tal-Istamperija tal-Gvern;
- ii. Jikkoordina, joħloq u jżomm rekords, isegwi u jwettaq dmirijiet anċillari relatati ma' invoices, nefqa u affarijiet oħra li jikkonċernaw l-Istamperija tal-Gvern, u jamministra r-riżorsi finanzjarji u riżorsi oħra b'mod effiċjenti;
- iii. Jaħdem f'kollaborazzjoni mal-Assistant Chief Printer (ACP) u/jew mat-tim responsabbli mix-xogħlijiet tal-istampar, jiżviluppa pjanijiet ta' ħidma, inkluż l-iffissar ta' xogħlijiet, deadlines, kif ukoll il-monitoraġġ u s-sommarju tal-progress tax-xogħlijiet assenjati;
- iv. Jaħdem mill-qrib mad-Direttur Ġenerali/Direttur/ACP/Inspector u jassistihom fil-ġestjoni tax-xogħlijiet tal-istampar matul l-implimentazzjoni tagħhom kif ukoll waqt kwalunkwe awditjar;
- v. Jipprepara rapporti ta' progress u rapporti oħra relatati, kif meħtieġ, u jtellja l-informazzjoni fil-programmi rilevanti skont l-istruzzjonijiet mogħtija;
- vi. Jissorvelja l-ispejjeż, l-iskedi taż-żmien u l-kwalità tax-xogħol imwettaq, u jipproponi suggerimenti għal implimentazzjoni aħjar ta' xogħlijiet futuri;
- vii. Jirrapporta regolarment, jew kif mitlub, lid-Direttur Ġenerali/Direttur/ACP dwar il-progress ġenerali tax-xogħlijiet, flimkien ma' kwalunkwe kwistjoni jew riskju li jista' jaffettwa t-tlestija b'suċċess tax-xogħlijiet tal-istampar;
- viii. Iżomm ruħu aġġornat dwar sistemi bażiċi ta' Management Information Systems, il-proċeduri u l-applikazzjonijiet tagħhom, u jattendi t-taħriġ kif ordnat mill-manigment tal-Istamperija tal-Gvern;
- ix. Jassisti fl-operat ta' kuljum, inkluż fil-ġestjoni u t-tqassim tal-korrispondenza u mistoqsijiet, iż-żamma tar-rekords, kif ukoll fl-input u l-aġġornament ta' informazzjoni u databases ibbażati fuq sistemi informatiċi;
- x. Iwettaq kwalunkwe kompitu ieħor li s-superjur tiegħu/tagħha jista' jiddelegalu/jiddelegalha, skont il-ħtiġijiet tas-servizz; u
- xi. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Prime Minister
Job Title	Assistant Manager

OFFICE OF THE PRIME MINISTER
BERĠA TA' KASTILJA, VALLETTA, MALTA

Duties and Responsibilities

- i. Proposes and implements systems and work practices that would entail the efficient and effective performance of duties in the Customer Service department of the Government Printing Press (GPP);
- ii. Coordinates, creates and maintains records, follows up and performs ancillary duties relating to invoices, expenditure and other matters pertaining to the GPP, and administers financial and other resources efficiently;
- iii. Works in liaison with the Assistant Chief Printer (ACP) and/or team responsible for the print jobs, develops work plans, including setting of tasks, deadlines and monitoring and summarizing progress of the assigned jobs;
- iv. Works closely with the Director General/Director/ACP/Inspector and assists them in the print job management during its implementation as well as during any audit;
- v. Prepares progress reports and any other related reports as required and uploads information on the relevant programmes as may be directed;
- vi. Monitors the costs, time schedule and quality of work performed, and proposes suggestions for better implementation for future jobs;
- vii. Reports on a regular basis to, and/or as directed by the Director General/Director/ACP regarding overall jobs progress, together with any issues and risks which may affect the successful completion of the print jobs;
- viii. Keeps abreast with basic systems of Management Information Systems, their procedures and applications, and follows training as directed by GPP management;
- ix. Assists in day-to-day operations, including the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases;
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xi. Any other duties as directed by the Principal Permanent Secretary.