

Anness A

Entità	<i>Ministeru għall-Inklużjoni u l-Volontarjat</i>
It-titlu tal-impjeg	<i>Senior Manager</i>



GVERN TA' MALTA
MINISTERU GĦALL-INKLUŻJONI
U L-VOLONTARJAT

Dmirijiet u responsabbiltajiet

- i. Tipprovdi feedback infurmat dwar kwalunkwe żvilupp u riformi ta' politika relatati mad-Dizabilità';
- ii. Tipprovdi rispons infurmat għal mistoqsijiet dwar kwistjonijiet tal-UE u Internazzjonali fis-settur tad-Dizabilità';
- iii. Tipprovdi direzzjoni dwar politika ta' diżabilità' lill-ministeri u/jew entitajiet oħra governattivi u/jew NGOs fil-qasam tad-diżabilità' kif meħtieġ;
- iv. Jippromwovi u, fejn meħtieġ, jikkoordina inizjattivi ta' riċerka u/jew żvilupp;
- v. Jipparteċipa fil-konsultazzjoni u fora informativi;
- vi. Torganizza u/jew tattendi u tirrappreżenta lid-Direttorat f'konferenzi, laqgħat u seminars nazzjonali jew barra minn Malta kif jista' jkun meħtieġ;
- vii. Tikkoordina 1-ħidma ta' riċerka biex tidentifika 1-opportunitajiet ta' finanzjament tal-UE;
- viii. Jikteb proġetti skont 1-għanijiet kif stabbiliti mid-Direttur;
- ix. It-talbiet tal-ETV għall-kollaborazzjoni u 1-iżvilupp ta' ftehimiet biex tali kollaborazzjonijiet jiġu implimentati;
- x. Tassisti fl-implimentazzjoni tal-Istrateġija Nazzjonali dwar id-Drittijiet ta' persuni b' diżabilità';
- xi. Tassisti fl-implimentazzjoni tal-Istrateġija Nazzjonali tal-Awtiżmu;
- xii. Jikkollabora ma' sezzjonijiet oħra fi ħdan id-DDI u 1-Ministeru għat-titjib tas-settur tad-Diżabilità';
- xiii. Ikun involut fil-ħidma tal-istaff maniġerjali tad-Direttorat u jkollu rwol attiv bħala membru tat-tim;
- xiv. Imexxi u jassenja kompiti lil kwalunkwe persunal li jista' jiġi assenjat taħt ir-responsabbiltà tiegħu/tagħha;
- xv. Jaġixxi għal uffiċjali anzjani kif jista' jkun meħtieġ;
- xvi. Iwettaq kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega, kif jista' jkun meħtieġ;
- xvii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti.
- xviii. Kwalukwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Entity	<i>Ministry for Inclusion and the Voluntary Sector</i>
Job title	<i>Senior Manager</i>



GVERN TA' MALTA
MINISTERU GĦALL-INKLUŻJONI
U L-VOLONTARJAT

Duties and responsibilities

- i. Provide informed feedback about any Disability related policy development and reforms;
- ii. Provide informed feedback to queries on EU and International issues in the Disability sector;
- iii. Provide direction on disability policy to other government ministries and/or entities and/or NGOs in the disability sector as necessary;
- iv. Promotes and, where necessary, co-ordinates research and/or development initiatives;
- v. Participate in the relevant consultation and information fora;
- vi. Organise and/or Attend and represent the Directorate in conferences, meetings and seminars nationally or abroad as maybe required;
- vii. Coordinate research work to identify EU Funding opportunities;
- viii. Write projects in line with the goals as established by the Director;
- ix. Vet requests for collaboration and develop agreements for such collaborations to be implemented;
- x. Assist in the implementation of the National Strategy on the Rights of Disabled Persons;
- xi. Assist in the implementation of the National Autism Strategy;
- xii. Collaborate with other sections within DDI and the Ministry for the improvement of the Disability Sector;
- xiii. Be involved in the work of the Directorate's management staff and playing an active role as a team member;
- xiv. Leads and assigns tasks to any staff who may be assigned under his/her responsibility;
- xv. Acts for senior officers as may be necessary;
- xvi. Undertakes any other tasks, which the superior may delegate to them, as may be required;
- xvii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary,
- xviii. Any other duties as directed by the Principal Permanent Secretary.