

Anness A



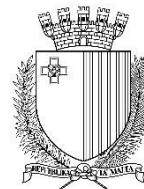
Ministeru	Ministeru għall-Agricoltura, is-Sajd u l-Provvista tal-Ikel
L-impjeg	Pożizzjoni ta' Manager (Paying Agency)

Uffiċċju tas-Segretarju Permanenti
Pinto Business Centre, Qormi

Dmirijiet u responsabbiltajiet

- Jappoġġja l-operat tal-Aġenzija bi prestazzjoni ta' livell għoli skont kif assenjat f'wahda mill-funzjonijiet tal-Aġenzija u dan biex ix-xogħol jitwettaq b'mod effettiv u effiċjenti, kif ukoll jimplimenta u jsejwixxi skemi, programmi, miżuri u pagamenti ffinanzjati taħt l-EAGF u l-EAFRD, b'mod orjentat lejn il-klijent;
- Jassumi sehem ewlieni fil-koordinament ta' inizjattivi dwar il-politika fl-Aġenzija, inklużi dawk mibdijin fuq il-livell ta' l-UE, sabiex jassigura li tittiehed azzjoni decisiva u f'waqta biex tkun definita t-triq 'il quddiem u sabiex il-pjan jitwettaq fil-hin u b'mod korrett fl-ambitu tar-riżorsi disponibbli, dejjem skont id-direzzjonijiet li jistgħu jingħataw mis-superjuri;
- Jirrapreżenta lill-Aġenzija tal-Pagamenti, il-Ministeru responsabbli u/jew lil Malta kif u fejn meħtieġ, kemm fuq livell lokali, nazzjonali, internazzjonali jew tal-UE;
- Iżomm lis-superjuri diretti u lid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti infurmati dwar żviluppi fil-qasam assenjat lilu, kemm fil-livell tal-UE, kif ukoll f'dak lokali, inklużi żviluppi politiċi, ekonomiċi, soċjali, tkeniċi, xjentifiċi jew teknoloġiċi, flimkien ma' żviluppi organizzattivi li jistgħu jolqtu jew ikunu rilevanti għax-xogħol tal-Aġenzija tal-Pagamenti, il-funzjonijiet u l-akkreditazzjoni tagħha;
- Ifassal rapporti u briefs komprensivi, dwar oqsma relatati max-xogħol tal-Aġenzija li jaqgħu taħt il-kompetenza tagħha, dan kemm meta mitluba u kif ukoll fuq inizjattiva personali;
- Jimplimenta l-leġislazzjoni tal-Politika Agrikola Komuni li tkun fis-seħh fil-qasam tal-kompetenza tagħha, inkluż inter alia r-Regolamenti tal-Kunsill 1305/2015, 1306/2013, 1307/2013 u 1308/2013 u atti relatati li jimplementaw jew li ġew delegati, kif ukoll leġislazzjoni nazzjonali rilevanti jew regoli, kif jista' jkun assenjat jew delegat mid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti jew skont id-direzzjoni li tista' tingħata mis-superjuri;
- Ifassal u jirakkomanda lis-superjuri diretti tiegħu proċeduri amministrattivi effettivi għall-monitoraġġ u l-kontrolli meħtieġa sabiex tkun assigurata l-korrettezza u l-osservanza tal-iskadenzi fl-awtorizzazzjoni ta' claims taħt il-kompetenza tiegħu, u jassigura li dawn jiġu implimentati, esegwiti u rrapportati b'mod effiċjenti;
- Jikkontribwixxi għall-kisba ta' livelli għoljin ta' kontabilità u trasparenza billi jżomm rekords xierqa dwar id-deċiżjonijiet u t-transazzjonijiet li jsiru, u billi jipprovdi risposti effettivi u fil-hin għall-mistoqsijiet li jsiru mill-Audit Missions tal-Kummissjoni Ewropea, tad-Dipartiment għall-Awditjar Intern u Investigazzjonijiet, tal-Uffiċċju Nazzjonali tal-Verifika jew tal-Ombudsman;
- Imexxi l-istaff assenjat lilu billi juri leadership u involviment hands-on fil-koordinament u t-tweġġ tal-attività fit-taqsimiet jew mill-istaff li jaqgħu taħt ir-responsabbiltà tiegħu u dan sabiex jintlaħqu l-oġġettivi tal-Aġenzija kif stabbiliti mis-superjuri tiegħu, jmxexxi wkoll l-uffiċjali fil-grad kollha kif meħtieġ billi jagħti l-eżempju, u kif ukoll billi jiehu sehem shih bħala membru tas-senior management, inkluż billi jikkollabora b'mod effettiv ma' dipartimenti, entitajiet u persuni interessati oħra għan-nom tal-Aġenzija meta u kif meħtieġ;
- Jimmaniġġja l-prestazzjoni ta' membri tal-Aġenzija tal-Pagamenti Agrikoli u Rurali li jkunu jaqgħu taħt ir-responsabbiltà diretta tiegħu, anke billi jasal fi ftehim magħhom dwar pjanijiet personali ta' prestazzjoni, jistabbilixxi miri u aspettattivi ċari bbażati fuq miżuri tax-xogħol f'dawk il-pjanijiet, jagħmel monitoraġġ u jevalwa l-prestazzjoni, jipprovdi feedback regolari, jindika oqsma fejn jista' jsir titjib, u juża b'mod attiv l-ghodda u l-mekkaniżmi disponibbli sabiex jimmotivahom u jikseb l-aħjar prestazzjoni, filwaqt li jassigura li l-istess proċess jithaddem għall-haddiema li jaqgħu taħthom;
- Jagħmel kull komunikazzjoni, informazzjoni jew azzjonijiet ta' tahrig skont kif ikun hemm bżonn biex jassigura t-trasferiment effettiv tal-għarfien u l-hiliet fost l-istaff jew persuni interessati oħra, anke bit-tnejja u l-implimentazzjoni ta' kampanji informattivi, promozzjonali u li jqajmu kuxjenza, skont direzzjonijiet mogħtija mid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti jew skont id-direzzjoni li tista' tingħata mis-superjuri;
- Jappoġġja u jikkontribwixxi għall-implimentazzjoni b'suċċess ta' inizjattivi tal-Ministeru responsabbli, inklużi miżuri tal-manifest elettorali, miżuri għat-tweġġ tal-estimi finanzjarji, miżuri ta' simplifikazzjoni jew regolazzjoni aħjar u inizjattivi u obbligi oħra tas-Servizz Pubbliku kif ikun meħtieġ;
- Juri fi kwalunkwe sitwazzjoni u partikolarment meta jkunu qed jersqu l-iskadenzi tal-fondi, l-abbiltà u r-rieda li jahdem taħt pressjoni, inkluż meta meħtieġ li jahdem sat-tard, fi tmien il-ġimgħa u fil-festi pubbliċi biex ilaħhaq mal-iskadenzi, u fejn meħtieġ li anke jsiefer fuq xogħol uffiċjali;
- Kwalunkwe komputu iehor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam iehor kif ikkonfermat mis-Segretarju Permanenti;
- Kwalunkwe dmir iehor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Position of Manager (Paying Agency)

Office of the Permanent Secretary
Pinto Business Centre, Qormi

Duties and responsibilities

- i. Supports the Agency's operation by performing at a high-level as assigned within any one of its functions for the effective and efficient delivery of its business, to implement and execute schemes, programmes, measures and payments funded under the EAGF and the EAFRD, in a client-oriented manner;
- ii. Be responsible in a leading role in co-ordinating policy initiatives within the Agency, including those at EU level, so as to ensure that appropriate early and decisive action is undertaken to chart a way forward and execute this in a timely and correct manner within resource constraints, in line with such directions as may have been given by superiors;
- iii. Represents the Paying Agency, responsible Ministry and/or Malta as and where necessary, whether at local, national, international or at EU level;
- iv. Keeps direct superiors and the Director General of the Paying Agency informed of developments in the assigned area, whether at EU or on a domestic level, including potential, economic, social, technical, scientific or technological developments, as well as organisational developments that may impact or be relevant to the business of the Paying Agency, its functioning or accreditation;
- v. Draws up succinct but comprehensive reports and briefs, both when requested or upon own initiative, on matters related to the Agency's business in his/her area of competence;
- vi. Implements the Common Agricultural Policy legislation in force in his/her area of competence, including inter alia EU Council Regulations 1305/2015, 1306/2013, 1307/2013 and 1308/2013 and the related implementing and delegated acts, as well as relevant national legislation or rules as may be assigned or delegated by the Director General of the Paying Agency or in line with such directions as may have been given by superiors
- vii. Draws up and recommends to his/her direct superiors effective administrative monitoring and control procedures required in order to ensure correctness and timeliness for the authorisation of claims in his/her area of competence, and ensures that these are implemented, executed and reported upon in an efficient manner;
- viii. Contributes to the Agency's high level of accountability and transparency by keeping appropriate records of decisions and transactions made, provides a timely and effective response to queries by Audit Missions from the European Commission, the Internal Audit and Investigations Department, the National Audit Office or the Ombudsman;
- ix. Manages assigned subordinates by demonstrating leadership and a hands-on approach in the coordination and performance of activities of the unit and/or personnel under his/her charge in order to meet the Agency's objectives as set by his/her superiors, leads officials in all grades in any task by example where necessary, as well as liaises effectively with other departments, entities or stakeholders on the behalf of the Agency when and as required;
- x. Manages the performance of members of the Agriculture and Rural Payments Agency under his/her direct responsibility, in part by: agrees personal performance plans with them, sets clear targets and expectations based on work measurement in those plans, monitors and evaluates their performance, provides regular feedback, points out areas for improvement, and actively using all available tools and mechanisms to motivate them and optimize their performance, while ensures a trickle-down approach is also being used for their subordinates;
- xi. Undertakes such communication, information or training actions as are needed to ensure effective transfer of knowledge and skills to staff and/or stakeholders, including through the design and implementation of information, promotional or awareness campaigns as directed by the Director General of the Paying Agency or in line with such directions as may have been given by superiors;
- xii. Supports and contributes to the successful implementation of the responsible Ministry's initiatives, including such electoral manifesto measures, budgetary implementation measures, simplification and better regulation measures or other public service initiatives or obligations as may be required;
- xiii. Demonstrates in all situations and particularly in periods where funding deadlines are approaching, an ability and willingness to work under challenging pressure, including whenever so required by working late or on weekends or on public holidays to meet deadlines, or where required to travel abroad on official business;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary.