

# Anness A



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|------------------|--------------------------------------------------------------|
| <b>Ministeru</b> | Ministeru għall-Agricoltura, is-Sajd, u l-Provvista tal-Ikel |
| <b>L-impjeg</b>  | Pożizzjoni ta' Senior Manager (Paying Agency)                |

Ufficcju tas-Segretarju Permanenti  
Pinto Business Centre, Mill Street, Qormi

## Dmirijiet u responsabbiltajiet

- Jikkontribwixxi għall-iżvilupp tal-istrategija u l-programmi tal-Aġenzija billi tappoġġja lid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti fl-implimentazzjoni tal-obbligi tal-Aġenzija taħt il-Politika Agrikola Komuni tal-UE;
- Jappoġġja l-operat tal-Aġenzija bi prestazzjoni ta' livell għoli skont kif assenjata f'wahda mill-funzjonijiet tal-Aġenzija u dan biex ix-xogħol jitwettagħ b'mod effettiv u effiċjenti, kif ukoll jimplimenta u jesegwixxi 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 mibdi jin fuq il-livell tal-UE, sabiex jassigura li tittiehed azzjoni decisiva u f'waqtha biex tkun definita t-triq 'il quddiem u sabiex il-pjan jitwettagħ fil-hin u b'mod korrett fl-ambitu tar-riżorsi disponibbli;
- Jirrappreżenta 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 lid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti infurmat dwar żviluppi fil-qasam assenjat lilha, kemm fil-livell tal-UE, kif ukoll f'dak lokali, inklużi żviluppi politiċi, ekonomiċi, soċjali, tekniċi, 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, iżda fil-qosor, dwar oqsma relatati max-xogħol tal-Aġenzija li jaqgħu taħt il-kompetenza tiegħu, 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 tiegħu, 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;
- Ifassal u jirrakkomanda 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;
- Jikkontribwixxi għall-kisba ta' livelli għoljin ta' kontabilità u trasparenza billi jżomm rekords xierqa dwar id-deċiżjonijiet u t-transazzjonijiet li jsiru, u billi jipprovi risposti effettivi u fil-hin għall-mistoqsijiet li jsiru mill-Audit Missions tal-Kummissjoni Ewropea, tad-Dipartiment għall-Awditor Intern u Investigazzjonijiet, tal-Ufficcju Nazzjonali tal-Verifika jew tal-Ombudsman;
- Imexxi fuq livell manġerjali, filwaqt li 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 mit-top management, 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;
- Jimmaniġġja l-prestazzjoni ta' membri tal-Aġenzija tal-Pagamenti Agrikoli u Rurali li jkun jaqgħu taħt ir-responsabbiltà diretta tiegħu, anke billi jasal fi ftehim magħhom dwar pjanijiet personali ta' prestazzjoni, jistabbilixxi miri u aspettattivi ċari ibbażati fuq miżuri tax-xogħol f'dawk il-pjanijiet, jagħmel monitoraġġ u jevalwa l-prestazzjoni, jipprovi 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-thejja u l-implimentazzjoni ta' kampanji informativi, promozzjonali u li jqajmu kuxjenza, skont direzzjonijiet mogħtija mid-Direttur Ġenerali tal-Aġenzija tal-Pagamenti;
- 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 jkun 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 kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- Iwettagħ dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



Office of the Permanent Secretary  
Pinto Business Centre, Mill Street, Qormi

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>Ministry</b>  | Ministry for Agriculture, Fisheries, and Food Supply |
| <b>Job title</b> | Position of Senior Manager (Paying Agency)           |

## Duties and responsibilities

- i. Contributes to the development of the Agency's strategy and programmes by supporting the Director General of the Paying Agency in the implementation of the Agency's obligations under the EU's Common Agricultural Policy;
- ii. 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;
- iii. Be responsible in a leading role in co-ordinating policy initiatives within the Agency, including those initiated 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;
- iv. Represents the Paying Agency, Responsible Ministry and/or Malta as and where necessary, whether at local, national, international or at EU level;
- v. Keeps the Director General of the Paying Agency informed of developments in the assigned area, whether at EU or on a domestic level, including political, economic, social, technical, scientific or technological developments, as well as organizational developments that may impact or be relevant to the business of the Paying Agency, its functioning or accreditation;
- vi. 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;
- vii. 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;
- viii. Draws up and recommends 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;
- ix. Contributes to the Agency's attainment of high level 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;
- x. Manages at a senior level, demonstrates leadership and a hands-on approach in the co-ordination and performance of activities of the units and/or personnel under his/her charge in order to meet the Agency's objectives as set by top management, leads officials in all grades in any task by example where necessary, as well as participates fully as a member of the Agriculture and Rural Payments Agency's senior management team including by liaising effectively with other departments, entities or stakeholders on the behalf of the Agency as required;
- xi. Manages the performance of members of the Agriculture and Rural Payments Agency under his/her direct responsibility, in part by agreeing 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 uses 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;
- xii. 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;
- xiii. 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;
- xiv. 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;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, 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.