

Anness A

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

- i. Jissorvelja funzjonijiet magħżula tad-Dipartiment, biex jiżgura li dawn jitwettqu b'mod effiċjenti, effettiv, u f'konformità mal-*policies* uffiċjali tal-Gvern;
- ii. Jiġbor u jevalwa data kif meħtieġ mill-manigment superjuri;
- iii. Jwettaq funzjonijiet operattivi relatati ma' funzjonijiet korporattivi speċifiċi, ta' implimentazzjoni jew funzjonijiet oħra;
- iv. Jzomm sistemi ta' reġistrazzjoni diġitali aġġornati u tipprovdi lill-manigment bl-informazzjoni meħtieġa biex tiegħu deċiżjonijiet infurmati;
- v. Jiżviluppa u jimplimenta programmi ta' taħriġ u żvilupp kif meħtieġ mid-dipartiment;
- vi. Jippjana u jorganizza żvilupp u avvenimenti oħra;
- vii. Jgħin fil-proċessi ta' akkwist rilevanti għall-qasam tax-xogħol tiegħu/tagħha u jaġixxi bħala maniger tal-kuntratt, kif u meta meħtieġ;
- viii. Iwettaq kull komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- ix. Iwettaq kull dmir ieħor li jista' jiġi aġġornat sabiex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- x. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

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

- i. Supervises select functions of the Department, to ensure that they are performed efficiently, effectively, and in conformity with the Government's official policies;
- ii. Compiles and assesses data as required by senior management;
- iii. Performs operational functions relating to specific corporate, implementation or other functions;
- iv. Maintains updated digital recording systems and provides management with the required information to take informed decisions;
- v. Develops and implements training and development programs as required by the department;
- vi. Plans and organises development and other events;
- vii. Assists in procurement processes relevant to his/her area of work and acts as contract manager, as and when necessary;
- 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.