

Anness A

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

- i. Jikkordina u jwettaq monitoraġġ tal-implimentazzjoni ta' Policies ta' Żvilupp Sostenibbli, Pjanijiet ta' Azzjoni u Strateġiji;
- ii. Iwettaq monitoraġġ tal-implimentazzjoni tal-Att dwar l-Iżvilupp Sostenibbli ta' Malta, kif ukoll l-iżvilupp u l-kordinazzjoni tal-implimentazzjoni ta' kwalunkwe strateġiji li joħorġu minn dan l-Att b'konozzenza sħiħa tal-Aġenda 2030 miftiehma internazzjonalment u tas-17-il Għan ta' Żvilupp Sostenibbli;
- iii. Ihejji policies, dokumenti ta' analiżi u ta' sfond, sommarji, rapporti kif ukoll riċerka b'sostenn għall-policies u azzjonijiet dwar żvilupp sostenibbli, inkluż fuq xogħol relatat ma' kwistjonijiet nazzjonali, tal-UE u internazzjonali;
- iv. Jipprovdi u jikkordina kontribut biex isir il-għbir ta' data u jsir aktar żvilupp u implimentazzjoni ta' policies fil-qasam ta' żvilupp sostenibbli mal-ministeri kollha fi hdan il-Gvern inkluż l-integrazzjoni tal-Għanijiet ta' Żvilupp Sostenibbli;
- v. Iwettaq dmirijiet amministrattivi u/jew ta' kordinazzjoni kif meħtieġ;
- vi. Ihejji rapporti u noti tal-uffiċċju dwar kwistjonijiet relatati mal-implimentazzjoni tal-Att dwar l-Iżvilupp Sostenibbli ta' Malta;
- vii. Jassisti fl-ipproċessar u l-immanigġjar ta' proġetti, inklużi l-evalwazzjonijiet, it-thejjija tad-dokumentazzjoni u r-rappurtaġġ tal-progress tal-proġett, kif jista' jkun meħtieġ;
- viii. Jiżgura l-konformità mal-linji gwida ta' rappurtaġġ obligatorju b'tali mod li r-riżultati u l-istadji ewlenin jiġu dokumentati sew, maqbudin u mqassma lis-Servizz Eżekuttiv Oġhla fil-ministeri;
- ix. Jimmanigġja kwistjonijiet amministrattivi/ta' kordinazzjoni kif jista' jkun meħtieġ fid-Direttorat għall-Iżvilupp Sostenibbli;
- x. Jipparteċipa u jikkordina attivitajiet b'rabta malpromozzjoni tal-iżvilupp sostenibbli;
- xi. Iwettaq dmirijiet ta' rappreżentanza f'Malta u barra l-pajjiż biex tiġi segwita l-aġenda ta' żvilupp sostenibbli ta' Malta u l-implimentazzjoni tad-Direttorat għall-Iżvilupp Sostenibbli kif jista' jkun meħtieġ;
- xii. Jissorvelja u jiggwida l-uffiċjali minuri;
- xiii. Jadotta perspettiva trasversali u jassumi dmirijiet f'oqsma oħra relatati mar-responsabbiltajiet tad-Direttorat għall-Iżvilupp Sostenibbli;
- xiv. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewleni.

Annex A

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. Coordinating and monitoring of the implementation of Sustainable Development Policies, Action Plans and Strategies;
- ii. Monitoring the implementation of Malta's Sustainable Development Act, as well as developing and coordinating the implementation of any strategies emanating from this Act in full cognizance of the internationally agreed Agenda 2030 and the 17 Sustainable Development Goals;
- iii. Preparing policy papers, analytical and background papers, briefs, reports as well as research in support of sustainable development policies and actions, including on work related to national, EU and international matters;
- iv. Providing and coordinating input to enable data collection and further policy development and implementation in the field of sustainable development across all ministries within government including the mainstreaming of the Sustainable Development Goals;
- v. Performing administrative and/or coordinating duties as required;
- vi. Drawing up reports and office briefs on matters related to Malta's implementation of its Sustainable Development Act;
- vii. Assisting in project processing and management, including project appraisals, preparation of project documentation and project progress reporting, as may become necessary;
- viii. Ensuring compliance with mandatory reporting guidelines such that results and major milestones are properly documented, captured and disseminated to the Higher Executive Service within ministries;
- ix. Managing administrative/coordination issues as may be necessary in the Sustainable Development Directorate;
- x. Participating and coordinating activities in connection with the promotion of sustainable development;
- xi. Undertaking representational duties in Malta and overseas in pursuit of Malta's sustainable development agenda and the implementation of the Sustainable Development Directorate's as may be necessary;
- xii. Supervising and guiding junior officials;
- xiii. Adopting a cross-cutting perspective and assuming duties in other areas relating to the responsibilities of the Sustainable Development Directorate;
- xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. Any other duties as directed by the Principal Permanent Secretary.