

Anness A

Ministeru	Ministeru għall-Mobbilta' Sostenibbli
L-impjeg	Senior Manager



MINISTERU GĦALL-MOBBILTA' SOSTENIBBLI

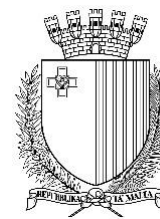
BLOKK H (ENT B), TRIQ ANTONIO MAURIZIO VALPERGA, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jipprovdi appoġġ u pariri lid-Direttur, lid-Direttur Ġenerali u lis-Segretarju Permanenti relatati mal-ġestjoni ta' kwalunkwe kwistjoni li taqa' taħt ir-responsabbiltà tad-Direttorat (Riċerka, Politika u Analizi);
- ii. Jirrappreżenta lid-Direttur waqt laqgħat kemm lokalment kif ukoll barra minn Malta;
- iii. Jipparteċipa f'Kumitati u gruppi bħala rappreżentant tad-Direttorat;
- iv. Jikkollabora, fejn u meta jkun xieraq, mal-uffiċjali rilevanti tal-Ministeru sabiex jiżgura l-ġestjoni effettiva tal-ħidma tal-Ministeru;
- v. Jagħmel riċerka, jipprovdi pariri dwar ir-Riċerka, il-Politika u l-Analizi u jiffacilita t-tixrid ta' informazzjoni rilevanti lill-entitajiet li jaqgħu taħt il-portafoll tal-Ministeru;
- vi. Jissorvelja u jikkoordina l-ħidma tal-Maniġers, filwaqt li jirrapporta lill-Assistent Direttur u lid-Direttur;
- vii. Ihejji briefs u noti għad-diskorsi kif meħtieġ;
- viii. Jassisti lid-Direttur fl-ippjanar u l-koordinazzjoni tal-ħidma qabel il-laqgħat mal-partijiet interessati;
- ix. Jimmotiva u iinkoraġġixxi lit-tim sabiex jilhaq il-miri tad-Direttorat;
- x. Jagġorna regolarment lid-Direttur dwar il-progress miksub fl-implimentazzjoni tal-inizjattivi approvati tal-Ministeru li għalihom huwa responsabbli d-Direttorat;
- xi. Jassisti lid-Direttur fil-formulazzjoni ta' pjanijiet strateġiċi u operattivi ta' implimentazzjoni, filwaqt li jiżgura integrazzjoni xierqa tal-inizjattivi madwar il-Ministeru kollu, kif ukoll l-użu effettiv u ekonomiku tar-riżorsi;
- xii. Jimmonitorja l-implimentazzjoni tal-pjanijiet strateġiċi u operattivi sabiex jiżgura riżultati ta' kwalità, kwantità, puntwalità u kosteffettività fir-rigward tal-oġettivi ppjanati u r-riżultati mistennija;
- xiii. Jikkollabora mal-partijiet interessati differenti biex jiformula feedback komprensiv dwar programmi ta' ħidma, proposti legiżlattivi, kwestjonarji u politiki u strateġiji oħra;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

Ministry	Ministry For Sustainable Mobility
Job Title	Senior Manager



MINISTRY FOR SUSTAINABLE MOBILITY
BLOCK H (ENT B), ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, MALTA

Duties and responsibilities

- i. Provides support and advice to the Director, the Director General and to the Permanent Secretary, related to the management of any issue within the remit of the Directorate (Research Policy and Analysis);
- ii. Represents the Director during meetings both local and abroad;
- iii. Participates in Committees representing the Directorate;
- iv. Liaises when and as appropriate with relevant Ministry officials to ensure the effective management of the Ministry's business;
- v. Performs research, provides advice on Research, Policy and Analysis and facilitates the dissemination of relevant information to entities falling within the portfolio of the Ministry;
- vi. Oversees and coordinates the work of the Managers, reporting to the Assistant Director and Director;
- vii. Prepares briefs and speaking notes as required;
- viii. Assists the Director in planning and coordinating the work ahead of stakeholders meetings
- ix. Encourages the team and instils change to the advantage of the Directorate's performance;
- x. Regularly updates the Director on progress achieved in the implementation of approved Ministry initiatives for which the Directorate is responsible;
- xi. Assists the Director in the formulation of strategic and operational implementation plans, ensuring appropriate integration of initiatives across the Ministry, as well as the effective and economical use of resources;
- xii. Monitors the implementation of strategic and operational plans, to ensure quality, quantity, timeliness and cost-effective results in relation to planned objectives and expected results;
- xiii. Liaises with different stakeholders to formulate comprehensive feedback on work programmes, legislative proposals, questionnaires and other policy and strategies;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xv. Any other duties as directed by the Principal Permanent Secretary.