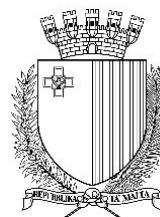


Anness A

Ministeru	MINISTERU GHAT-TURIŻMU
L-impjieg	Manager II



GVERN TA' MALTA
MINISTERU GHAT-TURIŻMU

Dmirijiet u responsabbiltajiet

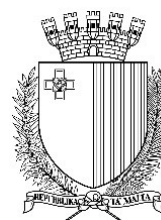
Nomenklaturi li jindikaw il-maskil jinkludu wkoll il-femminil.

- i. Jiskrutinizza proposti, direttivi, regolamenti, komunikazzjonijiet jew kwalunkwe dokumenti oħra relatati mal-mandat tal-Ministeru, jevalwa l-implikazzjonijiet, jikkonsulta mal-partijiet interessati kif meħtieġ u iħejji d-dokumentazzjoni u r-rakkomandazzjonijiet meħtieġa għall-manigment superjuri;
- ii. Jikkonsulta ma' entitajiet interni u esterni fit-tfassil ta' Noti ta' Tagħrif u ta' Sfond, Noti ta' Istruzzjonijiet, Pożizzjonijiet ta' Malta u Diskorsi għall-Gruppi ta' Hidma tal-Kunsill, Laqgħat tal-Kunsill, COREPER, Laqgħat tal-Kumitati, Gruppi ta' Hidma tal-Kummissjoni jew kwalunkwe fora oħra tal-UE jew internazzjonali;
- iii. Jikkonsulta ma' entitajiet interni, entitajiet esterni u Ministeri sekondarji rilevanti, fit-tħejjija ta' Memoranda ta' Spjegazzjoni u Memoranda Ristretta;
- iv. Jikkoordina mal-partijiet interessati kollha relatati mal-affarijiet tal-UE bħar-Rappreżentanza Permanenti ta' Malta għall-UE u d-Dipartiment tal-Koordinazzjoni tal-Unjoni Ewropea biex jiżgura li l-linji ta' komunikazzjoni stabbiliti jigu mharsa;
- v. Jirriċerka u janalizza kwistjonijiet relatati mal-politika, jikkonsulta mal-partijiet interessati interni u esterni kif meħtieġ u jippreżenta abbozzi ta' dokumenti u rapporti lill-manigment superjuri;
- vi. Jikkoordina mal-partijiet interessati interni u esterni biex jipprepara abbozzi ta' rapport u sottomissjonijiet għal istituzzjonijiet internazzjonali bħall-*UN Tourism* u *OECD*
- vii. Iwettaq l-funzjoni tal-*Line Ministry* għall-proġetti kollha ffinanzjati mill-UE li jaqgħu taħt il-kompetenza tal-Ministeru inkluż it-tweġiq tal-verifiki rilevanti u l-ipproċessar tal-pagamenti;
- viii. Jikkoordina mal-partijiet interessati tal-finanzjament tal-UE waqt l-implimentazzjoni ta' proġetti
- ix. Jissorvelja l-implimentazzjoni ta' miżuri u proġetti, jassisti lill-mexxej tal-proġett; jikkoordina mal-partijiet interessati nazzjonali u iħejji rapporti ta' aġġornament flimkien ma' rakkomandazzjonijiet lill-manigment superjuri;
- x. Jirriċerka u jassisti lill-proponenti ta' proġetti fis-sottomissjoni ta' pjanijiet ta' proġetti u applikazzjonijiet ta' proġetti għall-finanzjament;
- xi. Jirrispondi għal talbiet relatati ma' kwistjonijiet ta' politika, affarijiet tal-UE, fondi tal-UE u affarijiet internazzjonali li ġejjin minn Ministeri oħra, istituzzjonijiet internazzjonali jew tal-UE billi jikkoordina mal-partijiet interessati u d-dipartimenti rilevanti u jipprepara abbozzi ta' tweġibiet skont dan;
- xii. Jassisti lill-manigment superjuri fl-implimentazzjoni ta' proġetti fejn PDPID huwa *partner* jew *lead partner* fi proġetti. Dan jinkludi t-tħejjija tad-dokumenti tal-offerti, il-preparazzjoni tat-talbiet għall-ħlas, l-iżgurar li l-proġett isegwi l-implimentazzjoni skedata u l-iskeda ta' żborż

- skont il-Ftehimiet tal-Għotja u l-iżgurar li l-proġett jiġi implimentat skont ir-regoli u l-kriterji kollha tal-eligibilità pertinenti għall-implimentazzjoni ta' proġetti bħal dawn;
- xiii. Jirrapreżenta lill-Ministeru f'laqgħat relatati mal-politika, proġetti, fondi tal-UE jew l-affarijiet tal-UE u jieħu s-segwitu meħtieġ;
 - xiv. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
 - xv. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti u/jew mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Tourism
Job Title	Manager II



GOVERNMENT OF MALTA

Ministry for Tourism

Duties and responsibilities

Nomenclatures denoting the male gender include also the female gender.

- i. Scrutinises proposals, directives, regulations, communications or any other documents related to the Ministry's remit; assesses implications, consults with stakeholders as required and prepares the necessary documentation and recommendations for senior management;
- ii. Consults with internal and external entities to draft Briefing and Background Notes, Instruction Notes, Malta Positions and Speaking notes for Council Working Parties, Council Meetings, COREPER, Committee Meetings, Commission Working Groups or any other EU or international fora;
- iii. Consults with internal entities, external entities and relevant secondary Ministries, in the preparation of Explanatory Memoranda and Restricted Memoranda;
- iv. Coordinates with all stakeholders related to EU affairs such as the Permanent Representation of Malta to the EU and the European Union Coordination Department to ensure that the established communication lines are adhered to;
- v. Researches and analyses policy related issues, consults with internal and external stakeholders as necessary and presents draft documents and reports to senior management;
- vi. Coordinates with internal and external stakeholders to prepare draft reports and submissions for international institutions such as UN Tourism and OECD;
- vii. Performs the function of *Line Ministry* for EU funded projects falling within the Ministry's remit including the carrying out of the relevant verifications and the processing of payment;
- viii. Coordinates with EU funding stakeholders during the implementation of projects falling within the remit of the ministry;
- ix. Monitors the implementation of measures and projects, assists project leaders, coordinates with relevant national stakeholders and prepares update reports together with recommendations to senior management;
- x. Researches and assists project proponents in the submission of project plans and project applications for funding;
- xi. Responds to requests related to policy issues, EU affairs, EU funds and international affairs coming from other Ministries, international or EU institutions by coordinating with the relevant stakeholders and departments and prepares draft replies accordingly;
- xii. Assists senior management in the implementation of projects where PDPID is a partner or lead partner. This includes preparation of tender documents, preparation of payment claims, ensuring that the project follows the scheduled implementation and disbursement schedule as per Grant Agreements ensuring that the project is implemented in line with all the eligibility rules and criteria pertinent to the implementation for such projects;
- xiii. Represents the Ministry in meetings related to policy, projects, EU funds, international or EU affairs and undertakes necessary follow-up;

- xiv. Undertakes any other tasks which the superior may delegate to him/her, as may be required;
- xv. Performs any other duties as directed by the Permanent Secretary and/or Principal Permanent Secretary.