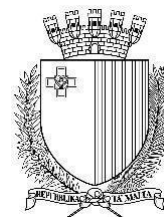


Anness A

Ministeru	<i>Ministeru għall-Edukazzjoni u l-Isport</i>
L-impjieg	<i>Manager II</i>



MINISTERU GHALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

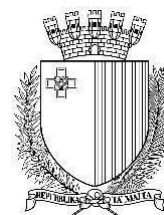
Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Manager II fi hdan id-Direttorat għar-Rizorsi Edukattivi jinkludu:

- i. Responsabbli għal monitoraġġ, evalwazzjoni u kontroll xieraq tar-rizorsi finanzjarji u l-finanzjament allokat għan-non state sector, permezz ta' diversi mekkaniżmi, fir-rigward tas-Servizz Pubbliku u s-Settur Pubbliku;
- ii. Jiżgura li kull ġbir ta' dħul u arretrati ta' dħul jiġu massimizzati u li jinżammu kontijiet xierqa tagħhom;
- iii. Jiżgura li t-trasferimenti ta' flejjes li għandhom itejbu kemm jistgħu l-cashflow tal-Gvern, kif ukoll rapportaġġ tal-cash flow ippjanat jew attwali, jitwettqu fi żmien xieraq;
- iv. Responsabbli għar-reġistrazzjoni xierqa tat-tranzazzjonijiet, il-kompilazzjoni korretta ta' data ta' statistika u projezzjonijiet u l-identifikazzjoni ta' xejriet fid-data;
- v. Jiżgura li l-leġiżlazzjoni, ir-regolamentazzjoni, il-politiki u l-proċeduri stabbiliti ta' kontroll intern jiġu osservati u li l-monitoraġġ jiġi implimentat kif xieraq fil-proċessi kollha assenjati;
- vi. Jikkontribwixxi u jassisti fil-kompilazzjoni ta' diversi pubblikazzjonijiet u rapporti;
- vii. Iżomm ruħu aġġornat ma' standards ta' accounting, leġiżlazzjoni finanzjarja, politiki tal-Gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif mitlub;
- viii. Jivverifika l-applikazzjoni korretta tal-iskali tas-salarji u għall-grad kollha tal-edukaturi kif elenkati fil-ftehimiet settorjali u t-tabelli tas-salarji;
- ix. Jiċċekkja li s-salarji maħruġa jaqblu mal-intitolamenti ibbażat fuq il-grad, il-progressjoni, u s-snin ta' servizz;
- x. Jidentifikaw diskrepanzi fil-payslips u jikkordinaw mal-iskejjel biex isolvuhom;
- xi. Jiċċekkja t-talbiet għal allowances skont il-ftehim settorjali;
- xii. Jiċċekkja l-claims ta' Mid-Day Break Supervision skont klawnsoli relatati ma' superviżjonijiet għal ftehim settorjali;
- xiii. Jivverifika l-benefiċċji billi jiċċekkja t-tul tas-servizz, il-grad, it-tip ta' kuntratt, id-dmirijiet tat-tagħlim;
- xiv. Idaħħal, itella', u jivverifika d-data dwar is-salarji u l-allowances fis-sistemi relatati ma' non state schools;
- xv. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi. Jwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

.Annex A

Ministry	<i>Ministry for Education and Sport</i>
Job title	<i>Manager II</i>



MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Manager II within the Education Resources Directorate include:

- i. Responsible for the proper monitoring, evaluation and control of financial resources and funding allocated to non-state sector, through various mechanisms, in relation to the Public Service and Public Sector;
- ii. Ensures that any collection of revenue and arrears of revenue are maximised and that proper accounts thereof are kept;
- iii. Ensures that transfers of monies which optimise Government cashflow, as well as projected or actual cash flow reporting, are carried out in a timely manner;
- iv. Responsible for the proper recording of transactions, the correct compilation of statistical data and projections and the identification of trends in data;
- v. Ensures that legislation, regulation, policies and established internal control procedures are adhered to and that monitoring is properly implemented in all processes assigned;
- vi. Contributes to and assists in the compilation of various publications and reports;
- vii. Keeps abreast with accounting standards, financial legislation, Government policies, accounting systems, procedures and applications, and following training as directed;
- viii. Verify correct application of salary scales and for all educator grades as listed in sectoral agreements and salary tables;
- ix. Checking of salaries issued match entitlements based on grade, progression, and years of service;
- x. Identify discrepancies in payslips and coordinate with schools to resolve them.;
- xi. Checking of claims for allowances as per sectoral agreement.;
- xii. Checking of claims of Mid-Day Break Supervision as per clauses related to supervisions for sectoral agreement. ;
- xiii. Verify eligibility of allowances by checking service duration, grade, contract type, teaching duties;
- xiv. Enter, upload, and verify salary and allowance data in the systems related to non-state schools;
- 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