

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 I</i>	
Dmirijiet u Responsabbiltajiet		

- i. Jassisti u jagħti appoġġ lill-Kap tal-iStrategic Communications Unit fil-Ministeru;
- ii. Jikkontribwixxi b'mod attiv f'eżerċizzji ta' branding u promozzjoni sabiex tinghata dehra xierqa lix-xogħol tal-Ministeru;
- iii. Jassisti fl-organizzazzjoni u l-koordinazzjoni ta' konferenzi, attivitajiet u laqgħat importanti oħra;
- iv. Jissuggerixxi possibiltajiet kreattivi bħal temi u ideat;
- v. Jissorvelja u jippjana attivitajiet mill-idea inizjali sal-iċken dettal tal-attività;
- vi. Jippjana l-logistika tal-attivitajiet u ħtiġijiet oħra relatati ma' konferenzi u attivitajiet, inkluż il-postijiet tal-attività, trasport u proviżjonijiet oħrajn;
- vii. Jagħti pariri u jinvolvi ruhu direttament fl-abbozzar ta' programmi tal-attivitajiet u jassigura li jintlaħqu l-miri stabbiliti;
- viii. Jappoġġja lill-Kap tat-Taqsima sabiex jiġu pprovduti l-faċilitajiet meħtieġa f'attivitajiet Nazzjonali u Internazzjonali;
- ix. Isegwi u jimplementa miżuri approvati skont il-pjan ta' azzjoni rispettiv u jirraporta dwar il-progress tagħhom;
- x. Jabbozza sejhiet għall-offerti, jipparteċipa f'kumitati ta' evalwazzjoni u jservi ta' contract manager fejn meħtieġ;
- xi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xii. Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

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 I</i>	
Duties and Responsibilities		

- i Assists and provides support to the Head of the Strategic Communications Unit within the Ministry;
- ii Contributes towards the branding and promotion of a proper image of the Ministry's remit;
- iii Assists in the organisation and co-ordination of conferences, events and other important meetings;
- iv Suggests creative possibilities such as themes and ideas;
- v Oversees and plans events from the time that the initial idea is conceived to the events' last detail;
- vi Plans event logistics and other requirements related to conferences and events including venues, transport and other supplies;
- vii Provides advice and directs input in the drafting of event programmes and ensures the execution of deliverables;
- viii Supports the Head of Unit in the provision of the facilities required during National and International events;
- ix Follows and implements approved measures in accordance with the respective action plan and reports on their progress;
- x Drafts tenders, participates in evaluation committees and serves as contract manager where required;
- xi Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii Any other duties as directed by the Principal Permanent Secretary.