

Anness A



MINISTERU GĦALL-AGRIKOLTURA, IS-SAJD
U L-PROVVISTA TAL-IKEL

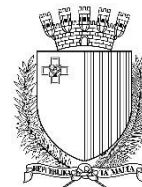
Uffiċċju tas-Segretarju Permanenti
Pinto Business Centre, Mill Street, Qormi

Ministeru	Ministeru għall-Agricoltura, is-Sajd u l-Provvista tal-Ikel
L-impjeg	Pożizzjoni ta' Project Officer (Paying Agency)

Dmirijiet u responsabbiltajiet

- i. Iwettaq xogħol assenjat mil-Line Manager fl-awtorizzazzjoni, il-monitoraġġ, il-kontroll, il-pagament jew l-accounting tal-claims għall-pagamenti relatati ma' skemi, programmi, proġetti jew miżuri taħt ir-responsabbiltà u l-mandat tal-Aġenzija tal-Pagamenti Agrikoli u Rurali;
- ii. Jassisti fl-abbozzar tad-dokumentazzjoni meħtieġa għal kwalunkwe skema ta' għajjuna jew miżura iffinanzjata mill-UE jew minn fondi nazzjonali;
- iii. Iwettaq il-kontrolli amministrattivi, tad-dokumenti u/jew fizikament on the spot kif meħtieġ u jiċċekkja proġetti, claims, skemi jew miżuri oħra skont il-bżonn;
- iv. Jikkollabora kontinwament mal-istakeholders rilevanti (li jinkludu dipartimenti oħra tal-gvern, min jipprovdni s-servizzi, shab fi proġetti u organizzazzjonijiet mhux governattivi) skont struzzjonijiet mogħtija mil-line manager jew is-supervisor dirett;
- v. Jipproċessa pagamenti tal-UE b'mod effiċjenti, fiż-żmien stipulat u skont il-proċeduri fis-seħħ, u jassisti lill-Line Manager fil-preparamenti ta' estimi finanzjarji, hlasijiet, Statements tan-Nefqa, rappurtaġġ finanzjarju u awditjar;
- vi. Izomm rekords xierqa tax-xogħol imwettaq fl-ipproċessar ta' dokumentazzjoni dwar proġetti tal-UE u jagħmel xogħol ta' filing kif jixraq biex jassigura traċċabilità;
- vii. Iwettaq verifiki amministrattivi marbuta ma' proġetti/assistenza iffinanzjati mill-UE;
- viii. Iwettaq rikonċiljazzjoni tax-xogħol u jassisti fil-ġbir ta' data u xogħol ieħor ta' riċerka;
- ix. Jorganizza u jipparteċipa f'laqgħat u jiehu l-minuti tad-diskussjonijiet;
- x. Iwettaq funzjonijiet ta' rappurtaġġ kif indikat mil-Line Manager, inkluż biż-żamma ta' databases jew applikazzjonijiet oħra tal-IT fejn ikun meħtieġ;
- xi. Jipparteċipa f'konferenzi u tahrig f'Malta u barra minn Malta (persuna magħzula li ssiefer biex tagħmel korsijiet, tintrabat bil-kundizzjonijiet rilevanti skont il-Manual on Staff Development in Public Administration);
- xii. Jappoġġja u jikkontribwixxi għall-implimentazzjoni b'suċċess ta' inizjattivi tal-Ministeru responsabbli, skont id-direzzjoni tal-Line Manager;
- xiii. Juri fi kwalunkwe sitwazzjoni u partikolarment meta jkun qed jersqu l-iskadenzi tal-fondi, l-abbiltà u r-rieda li jaħdem taħt pressjoni, inkluż meta meħtieġ mill-Line Manager li jaħdem sat-tard, fi tmiem il-ġimgħa u fil-festi pubbliċi biex ilaħhaq mal-iskadenzi, u fejn meħtieġ li anke jsiefer fuq xogħol uffiċjali;
- xiv. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR AGRICULTURE, FISHERIES
AND FOOD SUPPLY

Office of the Permanent Secretary
Pinto Business Centre, Mill Street, Qormi

Ministry	Ministry for Agriculture, Fisheries and Food Supply
Job title	Position of Project Officer (Paying Agency)

Duties and responsibilities

- i. Performs tasks assigned by the Line Manager in the authorisation, monitoring, control, payment or accounting of claims for payments related to schemes, programmes, projects or measures within the responsibility and remit of the Agriculture and Rural Payments Agency;
- ii. Assists in the drafting of the necessary documentation relating to any EU or nationally funded aid schemes or measures;
- iii. Performs all required administrative, documentary and/or physical on-the-spot controls and checks of projects, claims, schemes or other measures as required;
- iv. Liaises with relevant stakeholders (including other governmental departments, service providers, partners, and NGOs) as instructed by the Line Manager or the direct supervisor;
- v. Processes EU related payments efficiently within the stipulated timeframes according to the procedures in place, and assists the Line Manager during budgeting, payment execution, Statement of Expenditure, financial reporting and audits;
- vi. Keeps appropriate records of work performed on processing of EU project/s documentation and files appropriately to ensure traceability;
- vii. Performs administrative checks in relation to a number of EU funded projects/assistance;
- viii. Performs reconciliations of work and assists in the compilation of data and other research work;
- ix. Organises and participates in meetings and takes minutes of discussions;
- x. Carries out reporting functions in the manner indicated by the Line Manager, including through the upkeep of databases or other applicable IT applications where necessary;
- xi. Participates in training and conferences locally and abroad (a selected applicant proceeding abroad to follow courses will be bound by the relevant conditions laid down in the Manual on Staff Development in Public Administration);
- xii. Supports and contributes to the successful implementation of the responsible Ministry's initiatives, as directed by the Line Manager;
- xiii. Demonstrates in all situations and particularly in periods where funding deadlines are approaching, an ability and willingness to work under challenging pressure, including whenever so required by the Line Manager by working late or weekends or on public holidays to meet deadlines, or where required to travel abroad on official business;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary
- xvi. Any other duties as directed by the Principal Permanent Secretary.