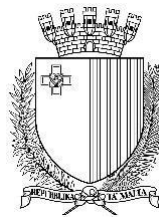


Annex A

Ministeru	<i>Ministeru għall-Politika Soċjali u d-Drittijiet tat-Tfal .</i>
L-impjeg	<i>Manager I – Children's Rights Unit - Coordination and Implementation Directorate</i>



MINISTERU GĦALL-POLITIKA SOĊJALI U D-DRITTIJET TAT-TFAL

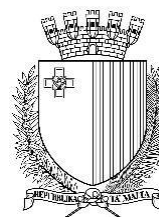
310, PALAZZO FERRERIA, TRIQ IR-REPUBBLIKA VALLETTA

Dmirijiet u Responsabbiltajiet

- i. Jassisti lit-tim fi ħdan id-Direttorat għall-Koordinazzjoni u l-Implimentazzjoni fl-analizi ta' dossiers u kwistjonijiet tekniċi li jkunu qed jiġu diskussi fil-livell tal-UE jew internazzjonali, bil-għan li tiġi fformulata l-pożizzjoni ta' Malta fuq kwistjonijiet li jaqgħu taħt il-qasam tad-Drittijiet tat-Tfal;
- ii. Jwettaq riċerka fuq oqsma, inizjattivi u miżuri relatati mad-drittijiet tat-tfal fil-livell nazzjonali, tal-UE u internazzjonali, u jfassal briefs kif ikun meħtieġ skont il-limiti ta' żmien stabbiliti;
- iii. Jappoġġja l-koordinazzjoni u l-iżvilupp ta' proposti ta' proġetti kif ukoll l-implimentazzjoni tal-proġetti kif ikun meħtieġ minn żmien għal żmien;
- iv. Jissorvelja l-implimentazzjoni ta' politiki, strateġiji, proġetti u inizjattivi oħra li jaqgħu taħt ir-responsabbiltà tal-Ministeru;
- v. Jassisti fl-implimentazzjoni ta' miżuri u politiki relatati mat-tfal li jaqgħu taħt ir-remit tal-Ministeru;
- vi. Jassisti fl-iżvilupp ta' għodod ta' monitoraġġ xierqa bil-għan li jipprovdu d-dejta meħtieġa;
- vii. Jikkontribwixxi għall-abbozzar ta' rapporti u dokumenti kif ikun meħtieġ;
- viii. Jimmaniġġja jew jassisti fil-ġestjoni ta' inizjattivi lokali, tal-UE u internazzjonali kif ukoll programmi oħra li jaqgħu taħt il-qasam tad-Drittijiet tat-Tfal;
- ix. Isegwi l-obbligi li joħorgu minn inizjattivi nazzjonali, mill-UE u internazzjonali kif ikun xieraq;
- x. Jassisti fil-preparazzjonijiet loġistiċi u organizzattivi relatati ma' avvenimenti, attivitajiet u laqgħat li jaqgħu taħt ir-remit tal-Ministeru;
- xi. Jattendi u jirrappreżenta lill-Ministeru f'konferenzi, laqgħat u seminars, kemm lokalment kif ukoll barra minn Malta;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xiii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Social Policy and Children's Rights</i>
Job Title	<i>Manager I – Children's Rights Unit – Coordination and Implementation Directorate</i>



MINISTRY FOR SOCIAL POLICY AND CHILDREN'S RIGHTS.

310, PALAZZO FERRERIA, REPUBLIC STREET VALLETTA.

Duties and Responsibilities

- i. Assist the team within the Coordination and Implementation Directorate in analysing dossiers and technical issues being discussed at EU or international level with a view to formulate Malta's position on matters falling under the realm of Children's Rights;
- ii. Carry out research on national, EU and international children's rights areas, initiatives, and measures and drawing up briefs as may be required within the set timeframes;
- iii. Support in the coordination and development of project proposals and the implementation of projects as may be necessary from time to time;
- iv. Monitor the implementation of policies, strategies, projects and other initiatives falling under the remit of the Ministry;
- v. Assist with the implementation of child-related measures and policies that fall under the remit of the Ministry;
- vi. Assist with the development of appropriate monitoring tools aimed to provide the necessary data;
- vii. Contribute towards the drafting of reports and documents as necessary;
- viii. Manage or assist in managing local, EU and international initiatives as well as other programmes under the realm of Children's Rights;
- ix. Following up on obligations stemming from national, EU and International initiatives as appropriate;
- x. Assisting in the logistical and organisational preparations in relation to events, activities, and meetings, falling under the remit of the Ministry;
- xi. Attending and representing the Ministry in conferences, meetings, and seminars, both locally and abroad;
- xii. Undertakes any other tasks, which the superior may delegate to him/her as may be required;
- xiii. Any other duties as directed by the Principal Permanent Secretary.