Anness A

Ministeru	*Ministeru għall-Fondi Ewropej, Djalogu Soċjali u Protezzjoni tal-Konsumatur*	GVERN TA' MALTA MINISTERU GĦALL-FONDI EWROPEJ, DJALOGU SOĊJALI U PROTEZZJONI TAL-KONSUMATUR
L-impjieg	*Senior Manager*	

Dmirijiet u Responsabbiltajiet

i. Jiżgura l-koordinazzjoni effettiva u f'waqtha tal-proċessi u l-proċeduri kollha relatati mal-UE għad-dossiers taħt il-portafoll tal-Uffiċċju tal-Prim Ministru;

ii. Jmexxi l-identifikazzjoni ta' oqsma ta' politika tal-UE ta' importanza strateġika ewlenija fejn Malta tixtieq tieħu rwol proattiv fit-tmexxija u l-implimentazzjoni ta' dawn il-politiki permezz tal-istituzzjonijiet tal-UE;

iii. Jissorvelja u jivvalida dokumentazzjoni ta' politika, inklużi noti ta' struzzjoni, briefs u punti ta' taħdit għal-laqgħat tal-Kunsill, COREPER u kumitati, filwaqt li jiżgura allinjament bejn il-Ministeri, il-PRM u d-Dipartiment tal-Koordinazzjoni tal-UE;

iv. Jikkontribwixxi għall-formulazzjoni tal-politika u jwieġeb għat-talbiet għal deċiżjonijiet ta' politika jew informazzjoni meħtieġa mill-istituzzjonijiet tal-UE b'mod li jiżgura azzjoni f'waqtha u kkoordinata;

v. Jmexxi l-koordinazzjoni u l-iżvilupp ta' għażliet ta' politika domestika allinjati mar-rekwiżiti tal-UE u jissorvelja l-proċessi ta' traspożizzjoni biex jiżgura preċiżjoni u konformità legali;

vi. Jistabbilixxi sistemi ta' monitoraġġ biex jimmonitorja l-progress tal-attivitajiet relatati mal-UE u jindirizza b'mod proattiv kwalunkwe ostaklu fl-implimentazzjoni;

vii. Jmexxi l-koordinazzjoni inter-Ministerjali u mal-partijiet interessati biex jipproduċi dokumenti ta' pożizzjoni tal-Ministeru komprensivi u bbażati fuq analiżi tal-impatt li jirriflettu l-perspettiva tal-Gvern kollu;

viii. Jiżgura konformità sħiħa mal-obbligi u l-impenji tal-UE, u jimplimenta mekkaniżmi ta' monitoraġġ biex jiggarantixxi l-osservanza tal-iskadenzi;

ix. Jiddireġi l-ġestjoni, il-klassifikazzjoni u t-tixrid sigur tal-informazzjoni relatata mal-UE skont il-protokolli tas-sigurtà u l-istandards tal-Ministeru;

x. Jikkoordina u jissorvelja l-attivitajiet tal-proġetti kollha ffinanzjati mill-UE li jaqgħu taħt ir-responsabbilità tal-Ministeru, u jikkoordina mal-Awtorità tat-tmexxija biex jiżgura li l-progress meħtieġ u r-rapporti finanzjarji jitħejjew fil-ħin mill-mexxejja tal-proġett;

xi. Jissorvelja l-organizzazzjoni tal-laqgħat mal-mexxejja tal-proġetti u t-tħejjija tal-minuti u jimmonitorja l-azzjoni ta' segwitu filwaqt li jiżgura li r-riżultati tal-proġett jitlestew fil-ħin;

xii. Jivverifika l-eliġibbiltà tat-talbiet kollha għall-ħlas u jissorvelja l-ħruġ ta' fondi fir-rigward ta' proġetti kofinanzjati mill-UE li jaqgħu taħt il-kompetenza tal-Ministeru;

46, Palazzo Spinola, Level 3, St Christopher's Street, Valletta, Malta
T +356 25552123 E recruitment.mfdc@gov.mt

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xiii. Jipparteċipa f'taħriġ u jirrappreżenta lill-Ministeru u lid-Direttorat f'laqgħat lokalment u barra minn Malta kif meħtieġ u kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista jkun meħtieġ;

xiv. Jżomm ruħu aġġornat mal-proċeduri u r-regolamenti tas-servizz pubbliku u jkun kapaċi jiggwida lid-dipartimenti u l-entitajiet kif xieraq

xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti u mis Segretarju Permanenti Ewlieni.

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Annex A

Ministry:	*Ministry for European Funds, Social Dialogue and Consumer Protection*	**GOVERNMENT OF MALTA** MINISTRY FOR EUROPEAN FUNDS, SOCIAL DIALOGUE AND CONSUMER PROTECTION
Job Title:	*Senior Manager*	
Duties and Responsibilities		

i. Ensures the effective and timely coordination of all EU-related processes and procedures for dossiers under the Office of the Prime Minister;
ii. Leads the identification of key EU policy areas of strategic importance where Malta may wish to take a proactive role in piloting such policies through the EU institutions;
iii. Oversees and validates policy documentation including instruction notes, briefing papers, and speaking points for Council, COREPER and committee meetings while ensuring cross-alignment between Ministries, PRM and EU Coordination Department;
iv. Contributes to policy formulation and responds to requests for policy decisions or information required by the EU institutions in a timely and co-ordinated action;
v. Leads the coordination and development of domestic policy options aligned with EU obligations and oversees transposition processes to ensure accuracy and legal conformity;
vi. Establishes monitoring systems to track progress on EU-related activities and proactively resolves barriers to implementation;
vii. Leads inter-Ministerial and stakeholder coordination to produce comprehensive, impact-assessed Ministry position papers reflecting whole-of-government perspectives;
viii. Ensures full compliance with EU obligations and commitments, implementing monitoring mechanisms to guarantee adherence to deadlines;
ix. Directs the management, classification and secure dissemination of EU-related information in line with established security protocols and Ministry standards;
x. Co-ordinates and oversees activities of all EU funded projects falling within the responsibility of the Ministry, and co-ordinates with the Managing Authority to ensure that the necessary progress and financial reports are prepared on time by the project leaders;
xi. Oversees organisation of meetings with the project leaders and preparation of minutes and monitor the follow up action while ensuring that project deliverables are completed on time;
xii. Verifies the eligibility of all payment claims and monitors the disbursement of funds with regard to EU co-financed projects falling within the remit of the Ministry;
xiii. Participates in training and represents the Ministry and the Directorate in meetings locally and abroad as required and undertakes any other tasks, which the superior may delegate to him/her as may be required;
xiv. Keeps up to date with public service procedures and regulations and provide guidance to departments and entities accordingly;
xv. Any other duties as directed by the Permanent Secretary and the Principal Permanent Secretary.