

Anness A

Ministeru	Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa
L-impjeg	Manager I



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jissorvelja l-operat ta' kuljum, billi jiżgura effiċjenza u konformità fi ħdan id-Dipartiment;
- ii. imexxi u jaħdem ma' timijiet differenti biex jiżgura li l-pjanijiet tad-dipartiment kollha jimxu bla xkiel;
- iii. itejjeb il-proċessi interni u jiżviluppa soluzzjonijiet innovattivi għal produttività aħjar;
- iv. jipprovdi soluzzjonijiet għal kwistjonijiet interni u konflitti;
- v. jiżgura li l-impjegati jaħdmu b'mod produttiv u jiżviluppaw professjonalment;
- vi. jippjana, jikkoordina u jimmaniġġja l-operazzjonijiet kollha fi ħdan id-Dipartiment biex jinżamm livell għoli ta' sodisfazzjon tal-klijent;
- vii. iżomm skedi ta' żmien tal-proġetti biex jiżgura li l-kompiti jitwettqu b'mod effettiv;
- viii. jipprepara rapporti regolari għall-manigment superjuri;
- ix. jiżgura li l-mistoqsijiet u l-ilmenti kollha riċevuti jitwieġbu fil-ħin;
- x. jipprovdi assistenza u rakkomandazzjonijiet lill-manigment superjuri;
- xi. iżomm l-għanijiet u l-politiki tad-dipartiment bħala prijorità, jikkonferma kif xieraq, u jimmedja mas-subordinati biex jintlaħqu l-miri;
- xii. jirrappreżenta lid-Dipartiment fil-laqgħat;
- xiii. jaqdi dmirijiet relatati ma' proġetti speċifiċi li jaqgħu taħt il-mandat tad-Dipartiment;
- xiv. jagħmel użu mis-sistemi tat-Teknoloġija tal-Informatika li jistgħu jkunu qed joperaw fi ħdan il-Uffiċċju tad-Deputat Prim Ministru u Ministeru għas-Saħħa.
- xv. iwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lili/lilha, kif ikun meħtieġ;
- xvi. kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministry	Office of the Deputy Prime Minister and Ministry for Health
Job title	Manager I



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY FOR HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Oversee the day-to-day operation, ensuring efficiency and compliance within the Department;
- ii. leads and works with different teams to ensure all department's plans run smoothly;
- iii. improves internal processes and develops innovative solutions for better productivity;
- iv. provides solutions to internal issues and conflicts;
- v. ensures employees work productively and develop professionally;
- vi. planning, coordinating, and managing all operations within the department to maintain an elevated level of customer satisfaction;
- vii. maintains projects timelines to ensure tasks are accomplished effectively;
- viii. prepares regular reports for senior management;
- ix. ensures that all queries and complaints received are replied in a timely manner;
- x. provides assistance and recommendations to senior management;
- xi. keeps the department's objectives and policies as priority, complies accordingly, and mediates with subordinates to achieve targets;
- xii. represent the Department at meetings;
- xiii. performs duties related to specific projects falling under the remit of the Department;
- xiv. make use of the Information Technology systems which may be in operation within the Office of the Deputy Prime Minister and Ministry for Health
- xv. undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. any other duties as directed by the Principal Permanent Secretary.