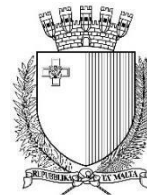


Anness A



MINISTERU GHALL-UGWALJANZA
U D-DRITTIJET ĊIVILI

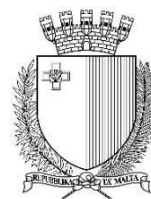
Ministeru	Ministeru għall-Ugwaljanza u d-Drittijiet Ċivili
L-impjeg	Coordinator (Communications and Outreach)

Dmirijiet u responsabbiltajiet

- i. Jikkordina attivitajiet ta' komunikazzjoni, billi jiżgura messaġġi u tqassim effettiv;
- ii. Jippjana u jimmaniġġja avvenimenti ta' outreach biex jinvolvi l-partijiet interessati u l-udjenzi fil-mira;
- iii. Jiżviluppa u jimplimenta kampanji ta' sensibilizzazzjoni u informazzjoni;
- iv. Jissorvelja programmi ta' taħriġ, billi jiżgura kontenut tal-ogħla kwalità;
- v. Jimmonitorja u jevalwa l-effettività tal-inizjattivi ta' komunikazzjoni u taħriġ;
- vi. Jikkoopera ma' stakeholders interessati interni u esterni biex itejjeb l-isforzi tal-outreach;
- vii. Jimmonitorja l-ispejjeż u l-kuntratti relatati mal-komunikazzjoni, outreach u taħriġ;
- viii. Jikkollabora regolarment mat-tim responsabbli mill-proġett SPRING;
- ix. Jagħmel kwalunkwe komputu ieħor kif delegat mis-superjuri tiegħu/tagħha, kif meħtieġ;
- x. Iwettaq kompiti ohra li, minn żmien għal żmien, jistgħu jiġu assenjati mis-Segretarju Permanenti;
- xi. Iwettaq kwalunkwe dmir ieħor kif dirett mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Equality and Civil Rights
Job title	Coordinator (Communications and Outreach)



MINISTRY FOR EQUALITY
AND CIVIL RIGHTS

Duties and Responsibilities

- i. Coordinate communication activities, ensuring effective messaging and dissemination;
- ii. Plan and manage outreach events to engage stakeholders and target audiences;
- iii. Develop and implement awareness-raising and information campaigns;
- iv. Oversee training programs, ensuring high-quality content and delivery;
- v. Monitor and evaluate the effectiveness of communication and training initiatives;
- vi. Collaborate with internal and external stakeholders to enhance outreach efforts;
- vii. Monitor communications, outreach, and training costs and contracts;
- viii. Liaise regularly with the team responsible for the SPRING project;
- ix. Undertake any other tasks as delegated by superiors, as required;
- x. Carries out other tasks that may, from time to time, be assigned by the Permanent Secretary;
- xi. Perform any other duties as directed by the Principal Permanent Secretary.