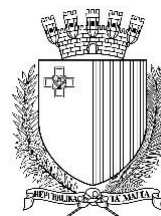


# Anness A

|           |                                      |
|-----------|--------------------------------------|
| Ministeru | Gvern Lokali u x-Xoghlijiet Pubbliċi |
| L-impjeg  | Manager II (Project Management)      |



MINISTERU GHALL-GVERN LOKALI U X-XOGHLIJET PUBBLIĊI

BLOKK H, TRIQ ANTONIO MAURIZIO VALPERGA, II-FURJANA, FRN 1710

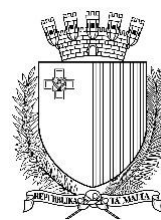
## Dmirijiet u responsabbiltajiet

- i. Imexxi u jikkordina proġetti u programmi li jaqgħu taħt il-kompetenza tad-Divizjoni tal-Proġetti Komunitarji, filwaqt li jiżgura t-tweġġ b'suċċess tagħhom skont l-għanijiet, skeda ta' żmien, baġits, standards ta' kwalita' u politiki kif approvati u mħaddma.
- ii. Jikkoordina ma' Periti, Inġiniera mekkaniċi/elettriċi, *Surveyors* u staff tekniku, fl-ippjanar, disinn u tweġġ ta' proġetti u jwettaq superviżjoni tas-siti, jhejji rapporti matul it-tweġġ tax-xogħol mill-kuntratturi jew permezz ta' xogħol dirett. Jiżgura li l-proġetti jitwettqu skont id-disinn/tqassim miftiehem u f'baġit stabbilit minn qabel.
- iii. Jiżviluppa, jżomm u jsegwi pjanijiet ta' proġetti, skedi, miri, riżultati tangibbli u miżuri assoċjati ta' mitigazzjoni tar-riskju f'konsultazzjoni mal-manigment, sidien ta' proġetti, partijiet interessati u t-tim professjonali u tekniku.
- iv. Jsegwi, jevalwa u jirrapporta dwar il-progress tal-proġetti, filwaqt li jiżgura li d-dokumentazzjoni kollha tal-proġett, ir-rapporti dwar l-istatus, in-noti ta' informazzjoni u l-informazzjoni dwar il-manigment tal-proġett jkunu f' waqthom, preċiżi u tal-istandard meħtieġ.
- v. Jorganizza, jikkoordina u, fejn meħtieġ, jippresjedi laqgħat ma' timijiet ta' proġetti, partijiet interessati, kumitati u partijiet esterni, filwaqt li jiżgura li jinżammu rekords u minuti xierqa.
- vi. Jassisti lill-*quantity surveyors* fil-preparazzjoni ta' stimi fi stadju ta' qabel it-tendering u fil-kejl fuq is-sit waqt l-istadju tal-konstruzzjoni tal-proġetti assenjati.
- vii. Jassisti lis-*senior management* u lid-Dipartiment b'rabta mal-implimentazzjoni finanzjarja ta' proġetti, inkluż l-ippjanar tal-baġit, il-monitoraġġ tan-nefqa, it-tbassir u l-osservanza tar-regolamenti finanzjarji applikabbli u r-rekwiżiti tal-finanzjament.
- viii. Jassisti lis-*senior management* u lill-istaff tekniku tad-Divizjoni kif meħtieġ, fir-reviżjoni tad-dokumentazzjoni tas-sejha għall-offerti, kriterji ta' evalwazzjoni u proċessi ta' akkwist relatati, biex jiżgura l-osservanza tar-regolamenti applikabbli u biex jassigura li jingħata l-għola valur għall-flus minfuqa.

- ix. Jassisti u jipprovdi gwida lill-kumitati tal-evalwazzjoni tal-offerti u jiżgura t-tnejja u r-reviżjoni tad-dokumentazzjoni kollha relatata mal-valutazzjoni tal-offerti, l-għoti tal-kuntratti, il-ftehim kuntrattwali, l-addenda u l-proċessi ta' wara l-għoti tal-kuntratti.
- x. Jiżgura u jinforza l-kondotta, id-dixxiplina anke fil-hin u fis-saħħa u s-sigurta', tal-ħaddiema li għalihom ikun responsabbli.
- xi. Jimmaniġġja l-implimentazzjoni u l-modifikazzjonijiet tal-kuntratt, jiżgura it-tweqqif effettiv tal-kuntratt u l-osservanza tar-rekwiżiti tal-proġetti relatati maż-żmien, l-ispiża, il-kwalita', l-ambitu, il-benefiċċji u l-immaniġġjar tar-riskju fi ħdan il-qafas regolatorju pubbliku.
- xii. Jipprovdi pariri professjonali, gwida u appoġġ dwar kwistjonijiet relatati mal-immaniġġjar tal-proġetti, ix-xiri, l-opportunitajiet ta' finanzjament, l-amministrazzjoni tal-kuntratti u oħrajn relatati, lis-*senior management* u lill-partijiet ikkonċernati.
- xiii. Jistabbilixxi u jżomm relazzjonijiet effettivi ta' komunikazzjoni u hidma ma' kuntratturi, konsulenti, partijiet interessati u korpi regolatorji tal-gvern biex jiżgura l-osservanza tal-proġett, jiffaċilita l-approvazzjonijiet, u jappoġġja r-riżoluzzjoni f' waqtha ta' kwistjonijiet li jinqalgħu matul iċ-ċiklu tal-proġetti. Jattendi t-taħriġ kollu meħtieġ biex ikun jista' jaqdi d-dmirijiet assenjati u jipparteċipa f' riċerka u attivitajiet oħra mmirati lejn it-titjib tal-operat tad-Dipartiment.
- xiv. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ikun meħtieġ; u
- xv. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

|                  |                                 |
|------------------|---------------------------------|
| <b>Ministry</b>  | Local Government & Public Works |
| <b>Job Title</b> | Manager II (Project Management) |



MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS

BLOCK H, ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, FRN 1710

## Duties and responsibilities

- i. Leads, manages, and coordinates projects and programmes within the remit of the Community Projects Division, ensuring their successful delivery in accordance with approved objectives, timelines, budgets, quality standards and applicable policies.
- ii. Co-ordinates with Architects, Mechanical/Electrical Engineers, Land Surveyors and technical personnel in the planning, design and execution of integrated projects. Conducts site supervision and prepares progress reports during the execution of work by contractors or by direct labour. Ensures that projects are carried out according to the agreed design/layouts and within the pre-established budget.
- iii. Develops, maintains, and monitors project plans, schedules, milestones, deliverables and associated risk mitigation measures in consultation with higher management, project owners, stakeholders, and professional and technical staff.
- iv. Monitorss, evaluates, and reports on project performance and progress, ensuring that all project documentation, status reports, briefing notes and management information are timely, accurate and of the required standard.
- v. Organizes, coordinates and, where necessary, chairs meetings with project teams, stakeholders, committees, and external parties, ensuring that appropriate records and minutes are maintained.
- vi. Assists the quantity surveyors in the preparation of estimates at pre-tendering stage and in measurements on site during the construction stage of the assigned projects.
- vii. Assists senior management and Departmental in connection with the financial implementation of projects, including budget planning, expenditure monitoring, forecasting and compliance with applicable financial regulations and funding requirements.
- viii. Assists senior management and Departmental technical staff as necessary in the review of tender documentation, evaluation criteria and related procurement processes to ensure compliance with applicable regulations and to maximise value for money.
- ix. Assists and provides guidance to tender evaluation committees and ensures the preparation and reviews of all documentation relating to tender assessment, contract award, contract agreements, addenda and post-award processes.
- x. Ensures and enforces conduct, discipline, punctuality, and health and safety of the workers for whom he/she is responsible.

- xi. Manages contract implementation and modifications, ensuring effective contract performance and compliance with project requirements relating to time, cost, quality, scope, benefits and risk management within the public regulatory framework.
- xii. Provides professional advice, guidance and support on matters relating to project management, procurement, funding opportunities, contract administration and other related, to senior management and stakeholders.
- xiii. Establishes and maintains effective communication and working relationships with contractors, consultants, stakeholders, and government regulatory bodies to ensure project compliance, facilitates approvals, and supports the timely resolution of issues arising throughout the project lifecycle. Attends all necessary training to be able to carry out the duties assigned and participates in research and other activities aimed towards the improvement of the Department's operations.
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Undertakes any other duties as directed by the Principal Permanent Secretary.