

## Anness A

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| <b>Ministry:</b>                      | <i>Ministeru għall-Energija, l-Ambjent u R-Rigenerazzjoni tal-Port il-Kbir</i> |  <b>GVERN TA' MALTA</b><br>MINISTERU GĦALL-ENERĠIJA,<br>L-AMBIJENT U R-RIGENERAZZJONI TAL-<br>PORT IL-KBIR |
| <b>Job Title:</b>                     | <i>EU Project Officer</i>                                                      |                                                                                                                                                                                             |
| <b>Dmirijiet u Responsabbiltajiet</b> |                                                                                |                                                                                                                                                                                             |

- i. Jassisti fil-ġestjoni tal-implimentazzjoni finanzjarja effettiva tal-azzjonijiet tal-proġett b'rabta ma' proġetti tal-UE Interreg Italia-Malta;
- ii. Jassisti fl-iżvilupp ta' pjanijiet ta' ħidma, inkluż l-issettjar ta' kompiti, skadenzi u l-monitoraġġ tal-progress tal-Proġett;
- iii. Jassisti fit-tnejn ta' rapporti ta' progress u kwalunkwe rapport ieħor relatat mal-Proġett kif meħtieġ, u t-tluġh ta' informazzjoni fuq il-websajts u l-pjattaformi tal-Proġett;
- iv. Jassisti fil-ġestjoni tal-informazzjoni kollha relevanti dwar l-implimentazzjoni tal-proġetti tal-UE u l-assigurazzjoni li tittiehed l-azzjoni kollha meħtieġa fil-ħin;
- v. Jirreġistra l-attivitajiet pertinenti kollha, inkluż il-kompilazzjoni ta' rekords adegwati li għandhom iservu bħala bażi għal ġestjoni finanzjarja soda;
- vi. Taħt id-direzzjoni tal-Maniġer tal-Proġett, jorganizza u jipparteċipa fil-laqgħat relevanti (lokalment u/jew barra mill-pajjiż) kull meta applikabbli u meħtieġ;
- vii. Jassisti fil-kompilazzjoni ta' talbiet għal kwotazzjonijiet, dokumenti tas-sejħiet għall-offerti u proċessi ta' selezzjoni u kwalunkwe dmir ieħor relatat;
- viii. Jżomm kuntatt mal-partijiet interessati, id-dipartimenti u t-taqsimiet relevanti għat-tmexxija bla xkiel tal-attivitajiet tal-Proġett;
- ix. Jżomm id-dokumentazzjoni kollha meħtieġa għall-Proġett kif ukoll ittella' d-dokumentazzjoni meħtieġa u tiżgura ż-żamma tajba tal-fajls tal-Proġett;
- x. Jwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi. Jwettaq kwalunkwe komputu ieħor, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ; u
- xii. Kwalunkwe dmir ieħor skont id-direzzjoni tas-Segretarju Permanenti Ewlieni.

# Annex A

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| <b>Ministry:</b>                   | <i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i> |  <div><b>GOVERNMENT OF MALTA</b><br/>MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR</div> |
| <b>Job Title:</b>                  | <i>EU Project Officer</i>                                                             |                                                                                                                                                                                                            |
| <b>Duties and Responsibilities</b> |                                                                                       |                                                                                                                                                                                                            |

- i. Assist in the managing of effective financial implementation of project actions in relation to EU Interreg Italia-Malta projects;
- ii. Assist in the development of work plans, including setting tasks, deadlines and monitoring progress of the Project;
- iii. Assist in the preparation of progress and any other Project related reports as required, and uploading of information on the Project websites and platforms;
- iv. Assist in the management of all the relative information on implementation of the EU projects and assurance that all action required is taken in a timely manner;
- v. Recording of all pertinent activities, including compiling adequate records which should serve as a basis for sound financial management;
- vi. Under the direction of the Project Manager, organise and participate in the relevant meetings (locally and/or abroad) whenever applicable and required;
- vii. Assisting in the compilation of request for quotations, tender documents and selection processes and any other related duties;
- viii. Liaising with the relevant stakeholders, departments and sections for the smooth running of the Project activities;
- ix. Maintaining all the necessary documentation for the Project as well as uploading the necessary documentation and ensuring an optimal upkeep of Project Files;
- x. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xi. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xii. Any other duties as directed by the Principal Permanent Secretary.