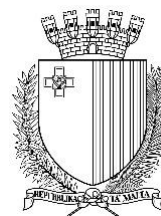


Anness A

Ministeru	Ministeru għall-Mobbilta' Sostenibbli
L-impjeg	Manager II (Project Management)



MINISTERU GĦALL-MOBBILTA' SOSTENIBBLI

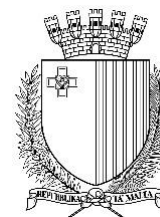
BLOKK H (ENT B), TRIQ ANTONIO MAURIZIO VALPERGA, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jissorvelja b'mod effettiv il-Proġetti Ministerjali, inkluż: proġetti ffinanzjati mill-UE, proġetti ffinanzjati fuq livell nazzjonali, miżuri tal-Baġit u miżuri tal-Manifest Elettorali.
- ii. Responsabbli li jżomm aġġornati s-sistemi ta' monitoraġġ tal-proġetti tad-Direttorat, u jiżgura li d-data kollha tingabar, tiġi kkalkulata u ddaħhal b'mod preċiż.
- iii. Responsabbli li jissorvelja l-progress tal-proġetti skont it-timelines stabbiliti minn qabel. Isegwi mal-partijiet konċernati biex jipprovdu l-aġġornamenti meħtieġa, jenfasizza fejn ikun mistenni li jkun hemm sfidi fl-implimentazzjoni, u b'mod proattiv jiddefinixxi pjanijiet ta' kontingenza fejn jitqies li hemm bżonn.
- iv. Jissorvelja l-miżuri tal-Manifest Elettorali u tal-Baġit. Jikkoordina mal-unitajiet rispettivi tal-OPM, isegwi dawn il-proġetti, jiżgura li l-pjanijiet tal-proġett ikunu aġġornati, jirrevedihom u jemendahom fejn meħtieġ, u jikkoordina mal-partijiet konċernati biex jiżgura li l-projezzjonijiet tal-implimentazzjoni jkunu korretti.
- v. Jissorvelja proġetti ffinanzjati mill-UE. Huwa mistenni li l-ufficjal rispettiv ikollu, bħala minimu, għarfien bażiku dwar fondi tal-UE u r-regolamenti relatati, il-Manual of Procedures, il-Linji Gwida dwar il-Pubblicità, ir-rekwiżiti tal-arkivjar (filing) tal-UE u tal-Awditjar, u wkoll li jkun jaf bl-eżistenza ta' programmi operattivi differenti.
- vi. Jissorvelja mill-qrib il-miri ta' nfiq (expenditure targets) tal-UE, biex jiżgura li l-allokazzjoni tal-fondi għal Malta tintuża kollha u tiġi assorbita b'mod sħiħ.
- vii. Jissorvelja l-Key Performance Indicators (KPIs) tal-proġetti u wkoll l-Għanijiet ta' Żvilupp Sostenibbli applikabbli.
- viii. Ihejji rapporti ta' progress, preżentazzjonijiet u projezzjonijiet, li din l-informazzjoni tintuża mill-Amministrazzjoni Għolja waqt il-laqgħat.
- ix. Jiżgura li jżomm livell għoli ta' komunikazzjoni mal-partijiet rispettivi: stakeholders, Direttorati oħra, Line Departments, Awtoritajiet u Ministeri.
- x. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

Annex A

Ministry	Ministry for Sustainable Mobility
Job Title	Manager II (Project Management)



MINISTRY FOR SUSTAINABLE MOBILITY
BLOCK H (ENT B), ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, MALTA

Duties and responsibilities

- i. Effectively monitor Ministerial Projects, including: EU funded projects, Nationally Funded Projects, Budget Measures and Electoral Manifesto Measures.
- ii. Responsible to maintain up to date the Directorate's projects' monitoring systems, ensuring that all the data is accurately acquired, calculated and inputted.
- iii. Responsible to monitor projects' progress in line with pre-defined timelines. Follow up with relevant stakeholders to provide any required updates, highlight instances whenever implementation challenges are envisaged and proactively define contingency plans whenever deemed required.
- iv. Monitor Electoral Manifesto Measures and Budget Measures. Liaise with the respective OPM units, monitoring such projects, ensure that all project plans are up to date, review and amend where necessary and liaise with relevant stakeholders to ensure that implementation projections are correct.
- v. Monitor EU Funded projects. It is expected that the respective officer shall have as a minimum basic knowledge about EU funds and the respective regulations, the Manual of Procedures, Publicity Guidelines, EU filing and Audit requirements and also the existence of different Operational Programmes.
- vi. Closely monitor EU expenditure targets, to ensure that Malta's funding allocation is fully absorbed.
- vii. Monitor the projects' Key Performance Indicators and also the applicable Sustainable Development Goals.
- viii. Prepare progress reports, presentations and projections which information shall be used by Higher Management during meetings.
- ix. Ensure to keep a high level of communication with the respective: stakeholders, other Directorates, Line Departments, Authorities and Ministries.
- x. Undertakes any other tasks, which the superior may delegate to him/her, as may be required
- xi. Any other duties as directed by the Principal Permanent Secretary.