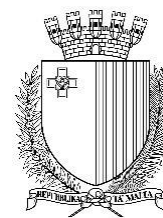


Anness A

Ministeru	<i>Ministeru għall-Intern u s-Sigurta'</i>
L-impjieg	<i>Assistant Manager (Riżorsi Umani)</i>

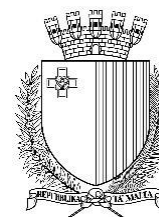


MINISTERU GĦALL-INTERN U S-SIGURTA'
201 TRIQ ID-DEJQA VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- Jikkompila l-informazzjoni kollha mitluba meħtieġa għall-ippjanar effettiv tal-HR, il-ġbir tad-data kif dirett mill-Maniġment Superjuri;
- Taqdi dmirijiet relatati mas-sistema tal-payroll, inkluż imma mhux limitat għal koordinament mal-P&SD u ċ-Ċentru tas-Salarji f-Għawdex (MGOZ);
- Iżomm kif iggwidat is-sistemi ta' preżentata meħtieġa fir-rigward tal-kwistjonijiet kollha relatati tar-Riżorsi Umani;
- Jappoġġja l-ġbir tad-data u r-rekords tar-Riżorsi Umani billi jżomm sistema ta' preżentata u ta' rkupru u jżomm rekords tal-passat u attwali, li għandha tiġi allinjata mas-sistema ċentrali ta' DAKAR kif meħtieġ;
- Jappoġġja kif meħtieġ, biex jara li kwistjonijiet relatati mal-politiki, il-programmi u l-prattiki tarriżorsi umani huma konformi mal-politiki ċentrali;
- Jassisti fil-kontrolli regolari ta' konformità li jiżguraw li l-politiki stabbiliti jkunu qed jiġu osservati, u jassisti fil-kompilazzjoni tar-rapporti dwar miżuri korrettivi meħtieġa mill-manġment superjuri u l-partijiet involuti;
- Jikkontribwixxi kif meħtieġ fir-rigward ta' sejhiet għall-pubblikazzjoni li jsegwu l-mudelli rispettivi u jappoġġja l-monitoraġġ tat-tnejjija ta' tali sejhiet;
- Jappoġġja l-ġoti ta' kwalunkwe data meħtieġa f'każ ta' negozjati mat-trade unions;
- Jikkollabora mal-IPS fir-rigward tad-data tal-impjegati li jeħtieġu induzzjoni;
- Ixerred informazzjoni u aġġornamenti dwar l-amministrazzjoni pubblika kif meħtieġ;
- Jipparteċipa fil-funzjonijiet operattivi fir-rigward tar-resourcing, prinċipalment fl-aġġornament ta' informazzjoni relatata mad-deskrizzjonijiet tal-impjieg għall-karigi/pożizzjonijiet kollha;
- Jappoġġja u jipparteċipa b'mod attiv fil-forniment ta' servizz ta' eċċellenza lill-klijenti u jippromovi l-kultura ta' eċċellenza b'mod partikolari l-ethos tas-Servizz Pubbliku;
- Iwettaq dmirijiet oħra kif assenjati mill-Maniġment Superjuri minn żmien għal żmien;
- Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Assistant Manager (Human Resources)</i>

MINISTRY FOR HOME AFFAIRS AND SECURITY
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Compiles all requested information required for effective HR planning, data collation as directed by senior management;
- ii. Performing duties related to the payroll system, including but not limited to liaising with P&SD and Central Salaries, (MGOZ);
- iii. Maintains as guided the necessary filing systems in respect of all related Human Resources matters;
- iv. Supports in the collations of data and human resource records by maintaining a filing and retrieval system and keeping past and current records, which is to be aligned to the Central DAKAR system as required;
- v. Supports as required, in overseeing that matters related to human resources policies, programmes and practices are compliant with central policies;
- vi. Assists in the regular compliance checks that ensure that established policies are being adhered to and supports with the compilation of reports on corrective measures required by senior management and parties involved;
- vii. Contributes as necessary with respect to calls for publication which follow the respective template and supports with monitoring the preparation of such calls;
- viii. Supports with providing any required data in case of negotiations with trade unions;
- ix. Liaises with the IPS in relation to data of employees who require induction;
- x. Disseminates information and updates on the public administration as required;
- xi. Participates in the operational functions in relation to resourcing mainly in the updating of information related to job descriptions for all posts/positions;
- xii. Supports and actively participates in the provision of a service of excellence to clients and promotes culture of excellence particularly ethos of the Public Service;
- xiii. Carrying out any other duties as assigned by Senior Management team from time to time;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.